

## **Guidelines for students of:**

### **Divorced/Separated/Never Married Parents**

1. Upon registration, the enrolling parent will inform the principal of the parents' legal status and complete the attached form describing separation or divorce orders and both parents' rights and limitations.
2. The enrolling parent will provide a certified copy of that portion of the most recent court order that describes the custody, placement, and rights of each parent including who has the right to be informed of the student's school progress, reports, activities, and involvement in the same.
3. The enrolling parent will be considered to be the primary custodial parent in matters pertaining to school and the student until proven differently by a certified copy of the most recent court order.
4. The parent who received physical placement (visitation) rights will be given the same privileges as the enrolling parent until proven differently by a certified copy of the most recent court order, including notification of the student's progress, reports, activities, conferences, etc.
5. **Restrictions of Non-Custodial Parent:**
  - a. Parents who have been denied either joint or sole custody rights by the court, as evidenced by a certified copy of the most recent court order, will not be allowed to visit or have written contact with the student during the day, will not have access to the student's records or files and may not visit with staff members about the child.
  - b. Students will be released from school only to their parent and/or parents who have joint legal custody or sole legal custody, immediate family members of the custodial parent, listed emergency contact care persons, or other adults with prior written approval of a custodial parent or provide a certified copy of a court order expressly giving permission to take the student from the school.
6. Please fill out the attached form and return to the school office as soon as possible. You will find a list of custody definitions on the back of the form to use as a reference as far as the school's understanding to each court order and custody arrangement. If your particular court order does not match one of these items, please be sure to explain on the questionnaire. Thank you.

**Form for Separated/Divorced/Never Married Parents**

1. Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

2. Enrolling Parent \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

3. Legal status of parents (separation, divorce, other) \_\_\_\_\_

4. Name of other parent of student/students \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

5. Current status of legal action \_\_\_\_\_

Name of lawyer who may contact school \_\_\_\_\_

6. Date of final divorce decree \_\_\_\_\_

7. Are you the custodial parent? \_\_\_\_\_ Is there a joint custody order? \_\_\_\_\_

*Other:*

8. Are there any court orders curtailing or restricting the rights of your current or former spouse in respect to his/her rights to be kept informed of the student's academic progress and activities or to participate in conferences or activities? If yes, please explain:

9. Do you have a court order that expressly prohibits the release from school of the student(s) to the visitational parent? If yes, please explain:

10. Do you have a court order that expressly prohibits your current or former spouse from visiting or contacting the student at school? If yes, please explain:

Note:

1. Please attach a certified copy of any court order that will verify the answer to questions 7, 8, and 9.
2. The custodial parent has the obligation to notify the principal of any change in custody or rights of visitational parent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Custody Definitions:**

**Temporary Order** – A court order which states the rights and responsibilities of husband and wife during the course of the divorce. It generally will cover items such as legal custody, primary physical placement, periods of physical placement (visitation), child support, temporary use of home, payments of bills and temporary use of property.

**Stipulation/Agreement** – A written agreement between the husband and wife. It generally covers items such as legal custody, primary physical placement, periods of physical placement (visitation), division of property, payment of debts, etc. Any issues not agreed upon will be decided at a temporary hearing or by the Judge at the final divorce hearing.

**Findings of Facts and Conclusions of Law and Judgment** – The legal document in which a Judge make factual determinations about the divorce case, makes legal conclusions based upon the information he/she has heard or seen and grants a divorce.

**Joint Legal Custody** – The condition under which both parties share legal custody and neither party's legal custody rights are superior, except with respect to specified decisions as set forth by the court or the parties in the final judgment or order.

**Sole Legal Custody** – The condition under which only one person is granted sole legal custody of a child, and therefore has the right and responsibility to make major decisions concerning the child, except with respect to specified decisions as set forth by the court or the parties in the final judgment or order.

**Physical Placement (Visitation)** – The condition under which a party has the right to have a child physically placed with that party and has the right and responsibility to make, during that placement, routine daily decisions regarding the child's care, consistent with major decisions made by a person having legal custody (may be either joint or sole legal custody).

**Custodial Parent** – One or both parents who have the right to sign authorizations and permission forms, receive all reports, attend conferences or, in general, speak for the child.

**Visitation Parent** – Non-residential parent who may or may not have legal custody rights.