

NONCUSTODIAL PARENTAL NOTIFICATION

Unified School District 382 believes it is not only appropriate but desirable to afford noncustodial parents, who are interested, the opportunity to be informed and to participate in the education of their children. Access to pupil records shall be in accordance with the Family Educational Rights and Privacy Act of 1974 as implemented in Board Policy entitled *Student Records*. (JR & JR-R) (For purposes of the policy, a noncustodial parent refers to a parent who does not have custody, but does have the right to information about the child's education.)

Administrative Implementation Procedures:

1. Upon request, noncustodial parents shall be entitled to experience all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.
2. A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their opinions.
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the pupil currently attends. The request must include the full legal name and address of the pupil, the full name and address of both parents, and it must be signed by the requesting parent. The request must be renewed annually or whenever the pupil changes schools, whichever occurs first.
4. Once the request has been made, the principal will cause to be duplicated and mailed/ delivered to the requesting parent of record, timely copies of any official information (not to exceed two weeks).
5. Official information, for the purpose of this requirement, is limited to annual parent and pupil calendars, report cards issued at the end of each grading period, failure notices issued to alert parents to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test score reports as are routinely distributed to parents.
6. When information is to be provided through a teacher- and/or principal-parent conference, the requesting parent, upon his/her request, will be invited to attend the conference provided (1) there is no legal document to forbid it, and (2) the presence of both parents does not compromise the integrity or quality of the conference.
7. Duplicate reports may be photocopies and do not need to be duplicate originals.
8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and building principal.
9. The staff will be oriented as to the rights of noncustodial parents.