



## Child Custody Information

The following information is needed if your child does not reside with both natural parents due to separation or divorce. The parent with whom the child resides will be considered the Parent of Record and custodial parent; however, the non-custodial parent will have access to the child's records in the absence of a court order forbidding it. It is the responsibility of the custodial parent to provide the school district with any limiting court order.

1. Child's name \_\_\_\_\_
2. Name of custodial parent with whom the child resides: \_\_\_\_\_
3. Name of Individual/Agency with Educational Rights: \_\_\_\_\_
4. Name of non-custodial parent: \_\_\_\_\_
5. Has custody been established through a court order? (Please attach)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ (Date to be finalized: \_\_\_\_\_)

***If yes, a copy of the court order MUST be supplied to the Registration Office and School to be kept on file. Updated court orders should be shared as soon as possible after a new order has been issued.***

6. If there is a court order, does it limit the non-custodial parent access to school records?  
Yes \_\_\_\_\_ No \_\_\_\_\_
7. May the child be released from school to the non-custodial parent at any time?  
Yes \_\_\_\_\_ No \_\_\_\_\_

(\*If no, a copy of document providing legal justification MUST be supplied to the Registration office and school to be kept on file. Examples: child abuse report, police report, child custody order, restraining order, Child & Youth Services Report. The Souderton Area School District cannot deny the request of a non-custodial parent to sign-out his/her child unless there is legal documentation or the building administration or the building administrator has substantiated proof indicating that this action threatens the safety of the child.)

8. Please provide any additional information regarding custody that the school should be aware.

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Date

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Signature of Custodial Parent