



Conestoga Valley School District
2110 Horseshoe Road
Lancaster, PA 17601

Parent Permission for Step Parent Access

In consultation with the district's legal counsel and to comply with privacy legislation, the natural parent is the only person who can access or discuss information concerning a child under age 18. Likewise, only parent signatures are acceptable for school purposes. Stepparents have no legal rights to this information or process nor are their signatures acceptable on school documents.

However, the natural parent has the right to give written permission to release information on their child to anyone they choose including a stepparent. (See the back of this form for the policy.) If you as the natural parent wish to enable your spouse to request, access, and receive information on your child or permit them to sign routine school documents, please complete the form below and return it to the building principal.

Decisions concerning the education of your child, however, continue to be the responsibility of the natural parent. This includes course selection, educational conferences, psychological testing, and anything related to special education and withdrawal from school. Stepparents may participate in these decisions so long as the natural parent is present.

I, _____ the natural parent of _____
birth date _____, grant _____, the above
named child's stepparent, permission to:

_____ Sign routine school documents for me;

_____ Request and receive information on my child's performance in school;

I also understand that I am responsible for all educational decisions regarding my child but my spouse may participate in school conferences and decisions if I am present.

This permission is valid until: _____

Signature of the natural parent: _____

Date signed: _____

Please see the reverse side for definitions of the type of information that a natural parent can release to a step-parent.

Access to pupil records in custody situations

There are many types of child custody arrangements. Specific policies to cover every situation are impractical. The following guidelines and policies will be practiced:

- Non-custodial parents shall have access to all educational information on their child.
- Non-custodial parents may request and/or participate in teacher conferences concerning their child/children. Both custodial and non-custodial parents are urged to attend the conference together.
- Data provided the non-custodial parent is for information only. The right/responsibility for educational decision making rests with the custodial parent unless the non-custodial parent can show some incapacity on the part of the custodial parents or shall seek modifications of the custody agreement.
- Non-custodial parents have access to all educational records and conferences on their child for informational purposes only. They may not request changes to data in the files.
- All educational decision making and decision approving signatures shall be done only by the custodial parent.
- Only parents have this access. *Stepparents, or friends of the parent, do not have access to any educational information.* Stepparents may have access only if a release is signed by the parent. With the exception of excuse cards, stepparent signatures are not acceptable. (Questions have arisen as to the invasion of the privacy of the custodial parent if the spouse of the non-custodial parent gains information on the student. On the other hand, it is held that the spouse of the custodial parent, because of his/her proximity to the child, may have access to the child's records. CV's policy will be as stated above.)
- Stepparents may attend parent-teacher conferences with their spouse. They may not attend without their spouse.
- Non-custodial parents may request the school to send copies of the school's communication, report cards, and any other information relating to their child. Each year requests should be made in writing to the principal.

Definitions:

Non-custodial parent - a biological parent that through custody proceedings does not have primary custody

Spouse of non custodial parent – husband or wife of the biological parent that does not have primary custody (step-parent)

Custodial parent- a biological parent that through court proceedings has primary custody

Spouse of custodial parent- husband or wife of the biological parent that does have primary custody (step-parent)

Records – cum folder, printed reports of progress

Access - for step-parents is for print materials and records as defined above