

Manchester City Schools  
Child Custody/Parental Access Adm. Pro.

**The following procedures have been developed for situations involving child custody, visitation and release of records:**

1. Upon request, non-custodial 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 option.
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name and addresses of both parents, and it must be signed by the requesting parent. The request must be renewed annually or whenever the student changes schools, whichever occurs first.
4. Once the request has been made, the principal will cause to be duplicated and mailed or delivered to the requesting parent of record, timely copies of any official information (not to exceed two (2) weeks).
5. Official information for the purpose of this requirement, is limited to annual parent and student 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 there is not legal document to forbid it, and 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 the building principal.
9. The staff will be oriented as the rights of non-custodial parents.

**Issued 01/15/96**