

# WILKINSBURG SCHOOL DISTRICT

TITLE: PARENT OF RECORD

ADOPTED: May 25, 2004

REVISED:

238. PARENT OF RECORD	
1. Purpose	In cases where a student does not live with both natural parents, the district must operate on the basis of a Parent of Record for school purposes.
2. Definition	<p><b>Parent of Record</b> is defined as that party with whom the student resides and who is identified in the school records as being responsible for school purposes. This could include:</p> <ol style="list-style-type: none"><li>1. Both natural parents with whom the student resides.</li><li>2. A single parent with whom the student resides.</li><li>3. A natural parent and a step-parent with whom the student resides.</li><li>4. An adoptive parent(s)/guardian(s) with whom the student resides.</li><li>5. Another person with whom the student resides and who has signed a properly executed and approved affidavit of support.</li></ol> <p>In most cases, both natural parents have access to the education records of the student. Guardians and adoptive parents also have legal rights to these records. Requests of noncustodial parents for information such as report cards or test results and parent conferences shall be granted.</p>
3. Guidelines	When the courts have awarded legal custody, the right to make educational decisions for the student shall reside with the custodial parent. In this case, involvement of the noncustodial parent in the educational process shall be subject to the custodial parent's approval. When there is no court directive fixing custody, the Parent of Record has the primary responsibility for the educational decisions, although the other parent may also participate in the educational process.

<p>Pol. 204</p>	<p>Where there is joint or shared custody, both parents may be involved in the educational process. The principal shall make a reasonable effort to involve both parties. In this situation, the Parent of Record shall have the final say in decisions affecting the student, unless state law or the custody agreement indicates otherwise.</p> <p>Students may be released from school to the Parent of Record. A release under any other circumstances shall require written approval from the Parent of Record, verified by the building principal. Verification may be accomplished by telephone or personal contact.</p> <p>Official school records must use the student's legal name as recorded on the birth certificate or court document. Teachers and administrators shall be permitted to use the surname preferred by the student and parent/guardian in day-to-day school activities.</p> <p>When a student is taken by force or by an unauthorized person from the school premises, the following procedure will apply:</p> <ol style="list-style-type: none"><li>1. The principal or designee will immediately contact the local police and report the incident.</li><li>2. The next step shall be to contact the Superintendent, or his/her designee, if s/he is unavailable.</li></ol>
-----------------	---