

TO: Parents who are divorced

FROM: Church of the Resurrection

In our faith formation programs, we follow Policy 5124 of the Archdiocesan Catholic School Board for the rights of divorced parents as regards access to educational-records of their child(ren), and access to their child during program hours. The policy is outlined below:

- Access to Educational Information
 - Unless otherwise decreed in the Order of Dissolution or other custody order, information commonly made available to parents of any student in attendance, (i.e., notices of school functions, report cards, appointments for parent-teacher conferences) should be provided to both parents.
- Access to the Student
 - The school does not allow “visitation” on school premises during instructional hours. By exception, the parent responsible for the child’s physical care may, with permission of the Catholic School Administrator, have access to the child during class hours for such things as doctor or dental appointments.
- The following procedures further clarify the above:
 1. Custody of a child, either solely or jointly, establishes the right of access to educational information regarding the child, and the right to participate in decisions affecting the child’s education.
 2. In cases where a step-parent or other adult seeks to act on behalf of a parent, authorization signed by the parent for whom the step-parent or other adult acts is required.
 3. In the case of conflicting instruction, or requests that the school is not clearly authorized to honor, both parents should seek appropriate court instructions for the school.
 4. The school will respect and comply with lawful court orders.

Information from parents to parish

- In order to carry out the above policy, the parish needs the following information:
 1. Names and addresses of both parents
 2. Certified copy of the Order of Dissolution or other custody order
 3. Subsequent modification(s) of the Order of Dissolution

Please complete the enclosed form and return it to Resurrection Faith Formation.

Regulation adopted: March 12, 1988

Revised: March 7, 1998 (Archdiocesan Board of Education)

AUTHORIZATION

Names of children attending Resurrection Faith Formation programs _____

Home address of children: _____

Parent Addresses

- Resurrection, unless otherwise decreed by a court order, will make information about our faith formation program available to both parents

Please provide the following information for both parents. List first the one giving physical care.

Parent Name	Address	Phone	E-mail address

Order of Dissolution

- Please enclose herewith the Order of Dissolution or other custody order and subsequent modifications of it.

Authorization of Step-Parent or other Adult

- Give name and address of step-parent or other adult, and name of parent for whom step-parent or other adult is acting.

Step-parent Name	Address	Phone	E-mail address

Parent for whom acting : _____

Signature: _____ Date: _____

(Signature of parent for whom step-parent or other adult is acting)