

# Saint School Name

Address, Town/Village SK Postal Code  
Phone: (306) Phone Number Fax: (306) Fax Number

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AP 320.2

## Provision of Student Progress Information to Non-Custodial Parents

To initiate the information sharing process, the non-custodial parent must provide copies of the original and all subsequent custody orders to be kept on file at the school. The non-custodial parent must also present, in person, proof of identification to ensure information is being shared with the correct individual.

Once the identity of the parent requesting information has been confirmed and the appropriate custody orders are on file, the school principal will proceed as follows:

1. The custodial parent will be notified that information has been requested. If there are orders in place more recent than those on file that impact the sharing of information, it is up to the custodial parent to provide copies of those orders in a reasonable time frame (5 working days).
2. Following notification to the custodial parent, educational information about the student(s) will be provided as required by legislation and in accordance with school and board practice or policy.
3. Under no circumstance will information provided include personal information of the custodial parent such as phone numbers or home address of the student(s).

*If your child does not live with you but you have access rights and would like to receive information from your child's school, please complete the form on the back side of this page.*

## Provision of Student Progress Information to Non-Custodial Parents Form

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Child's Name	Grade	Date of Birth (DD/MM/YYYY)

**Your relationship to the child:** \_\_\_\_\_

**Mailing Address:**

<b>Street/P.O.:</b>	
<b>Town/City:</b>	
<b>Postal Code</b>	

<b>Home Phone:</b>		<b>Work Phone:</b>	
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**I would like to receive a copy of my child's progress report, significant evaluations, notice of Student-Led Conferences, and I wish to be notified of any serious accident occurring at school. I understand that as a non-custody parent/guardian I do not have the right to make decision's regarding my child's education or extracurricular activities.**

*Please note: School staff will make every reasonable effort to provide you with the information you require, however, we cannot guarantee that information will be timely in every instance.*

**I confirm that there is no order barring my access to the above-named student.**

\_\_\_\_\_ \_\_\_\_\_  
 Non-Custodial Parent/Guardian Signature Date



### Principal's Authorization

- Copy of original custody order on file
- Copies of any additional orders on file OR
- No additional orders currently in place
- Identification of non-custodial parent verified
- Custodial parent notified of request
- Information sharing initiated \_\_\_\_\_ (date)

\_\_\_\_\_ \_\_\_\_\_  
 Principal's Signature Date

**When complete, this form is to be attached to the student registration form completed by the custodial parent/guardian.**