

**MOOREFIELD INTERMEDIATE SCHOOL
CHILD CUSTODY INFORMATION**

1. Child's Name: _____ Grade/Teacher: _____
2. Name of primary custodial parent(s) and any other adults with whom the child resides:

3. List the name, address and phone number of any other person(s) whom you authorize to have access to your child's school records or to represent you in discussions regarding your child.

4. Please list any person who should NOT pick up your child from school: _____

The following information (#5-8) is needed ONLY if your child does not reside with both natural parents due to separation, divorce, death or any other reason. The parent with whom the child resides will be considered the custodial parent, however, the non-custodial parent has access to the child's records in the absence of a court order forbidding it. It is the responsibility of the custodial parent to provide the school with a complete address for the non-custodial parent or a copy of any limiting court order. It is the responsibility of the non-custodial parent to request the records.

5. Name of non-custodial parent: _____
Mailing Address: _____
Phone: _____
6. Do you, as custodial parent, have LEGAL custody through a court order? Yes _____ No _____
If yes, a copy of the court order MUST be supplied to the school office to be kept on file. If pending, the date to be finalized: _____
7. If there is a court order, does it limit the non-custodial parent access to school records? Yes _____
No _____ If yes, a copy of the court order MUST be supplied to the school office.
8. May the child be released from school to the non-custodial parent? Yes _____ No _____
If no, a copy of the court order MUST be supplied to the school office.
9. Please provide any additional information (on the back of this sheet) regarding custody of which the school should be aware.

10. _____
DATE SIGNATURE OF CUSTODIAL PARENT

Must be completed for every student.
PLEASE SIGN & RETURN TO SCHOOL OFFICE