

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STUDENT PERSONNEL**

**Custody and Records Access to Custodial and Non-Custodial Parent**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the schools provide the same common information to Custodial Parents and Non-Custodial Parents upon request that is provided to parents of intact families. Common information shall include but not be limited to report cards, notices of school functions and activities, appointments for parent-teacher conferences, notes home, etc. Situations may be dealt with on an individual basis in order to best meet the needs of the student.

Families must share appropriate contact information and any court order or other document that would support deviation from this policy.

Policy Adopted: April 25, 2000

Policy Revised: January 30, 2020  
July 30, 2021

**Custody and Records Access to Custodial and Non-Custodial Parent**

The following norms should be followed in relation to which adults have access to the student and to the student's records. Situations may be dealt with on an individual basis in order to best meet the needs of the student. Regulation 522.2 is an authorization form if needed.

1. Custodial Parent (student lives with)
  - receives all records
  - has physical access within normal school rules
  - must obtain and share court order/decreed if there are limits placed on records and student access
2. Non-Custodial Parent (student does not live with)
  - without court order/decreed, receives all records upon request
  - without court order/decreed, has no right to physical access of student without written consent of Custodial parent
  - may attend parent-teacher conferences
3. Step-Parent (married to Custodial Parent)
  - access to records only through spouse
  - physical access with verbal consent of spouse
  - may attend parent-teacher conference with or without spouse
4. Step-Parent (married to Non-Custodial Parent)

- access to records only through spouse
  - physical access only with the written consent of the Custodial Parent
  - without a court order, may attend parent-teacher conferences with or without spouse
5. Grandparents (either Custodial or Non-Custodial)
    - if guardian, has physical access, records access and parent-teacher conferences access
    - if not guardian, must get written consent from Custodial Parent or a court decree for physical and records access
  6. Court Appointed Guardian
    - access to records
    - physical access
    - parent-teacher conferences
  7. Foster Parent (may not mean parental rights have been terminated)
    - access to records only with written DHS consent or direction
    - full physical access

Regulation Adopted: April 25, 2000  
Regulation Revised: January 30, 2020  
Regulation Reviewed: July 30, 2021