



To enable Granville Christian Academy to comply with legal agreements and with the custodial parent’s wishes, please provide the following information. If the agreements should change at any time during the school year, please submit a new form to the school office reflecting those changes. It is understood that the school is bound by law to follow the stipulations of legal custodial agreements.

Ohio Revised Code 3319.321 (B) (5) states: The non-custodial parent is entitled to have access to records pertaining to his or her child to the same extent that such access is provided to the custodial parent, unless otherwise provided in the separation agreement, divorce decree, or court order. The burden is on the custodial parent to inform the school of any such limitations.

It is the custodial parent’s responsibility to communicate the information provided on this form to the non-custodial parent. If no instructions are given, the school will contact the Granville Police Department.

You must provide a copy of the legal documents that support your custodial arrangements.

Student Name: _____

Custodial Parent: _____ Phone: _____

Non-Custodial Parent: _____ Phone: _____

Student Address: _____

Please indicate which information should be mailed to the non-custodial parent:

- Grade related information (such as progress reports, report cards, and standardized assessments results)
- General announcements (such as monthly calendars, newsletters, and announcements from the Nurse’s Clinic)
- Attendance and discipline information (such as when your child is picked up from school)
- No information

Should the non-custodial parent have access to RenWeb Parent Web? Yes No

Should the non-custodial parent be included at parent conferences? Yes No

Is the non-custodial parent permitted to enter the school and observe your child at their choice?
 Yes No

If no, how would you like us to respond to unscheduled visits?

Is the non-custodial parent permitted to speak with the child by phone during school hours?
 Yes No

If no, how would you like us to respond if calls are attempted?

Is the non-custodial parent permitted to escort your child from the school premises? Yes No

If yes, how may they do so:

- Only with a note from the custodial parent
- Only with a phone call to/from the custodial parent
- Freely at any time

If no, what steps would you like us to take in preventing the non-custodial parent from taking the child without prior permission?

Custodial Parent Signature:

Date:

Return completed form to:
Granville Christian Academy: Attention Enrollment and Marketing Director
1820 Newark Granville Road
Granville, Ohio 43023

Forms can also be emailed to admissions@granvilleca.org.