

ADMINISTRATIVE PROCEDURE 313 ACCESS TO STUDENT INFORMATION BY CUSTODIAL AND NON-CUSTODIAL PARENTS

Purpose

This Administrative Procedure outlines parental access to student information.

Guidelines

- Legal Parents and Guardians have equal access to information regarding their child's education.
- A Legal Parent or Guardian's right to receive information about their child can only be limited by a court order. Anyone challenging access must provide an official court order that restricts the Legal Parent or Guardian's access to information.
- Custodial Parent(s) will provide a written request to the school principal requesting Non-Custodial Parent access. This request will specify what information the Non-Custodial Parent is permitted to access.
- Upon approval, the school will provide the Non-Custodial Parent with the information outlined in the written request.

Appeals

As per [Policy 390](#) Resolving Concerns, if a parent or guardian has a concern that can not be resolved at the school level, the concern may be brought to the appropriate Assistant Superintendent, and then, if necessary, to the Superintendent of Schools.

Pursuant to the Board of Education [Bylaw 4](#) Appeal Procedure and Section 11 of the BC School Act, a parent, guardian, or caregiver may appeal decisions taken by District personnel that they believe significantly affects the education, health or safety of the student, once the above steps have been considered.

Definitions

- Custodial Parent or Guardian – The parent(s) or legal guardian(s) who have primary physical custody.
- Co-Custodial Parents or Guardians – Both parents or legal guardians share custody. They have equal rights to participate in decisions and access information about their child.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure



- Legal Parent or Guardian – The parent or guardian who does not have primary physical custody but has the legal right to information about the child. This may include a guardian who shares caregiving responsibilities by court order.
- Non-Custodial Parent – a non-legal guardian. For example, a step-parent.