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Executive Director

FAMILY INFORMATION FORM

(For families who are separated, divorced, or step-families)

Name of child _____ (use full name)

Name of mother _____ (use full name)

Name of father _____ (use full name)

Who has Legal custody of the child? _____
(Please provide a copy of the custody order)

With whom does the child reside? _____

If the child resides at times with both parents, please note the schedule _____

If step-family situation:

Name of step-mother _____ Name of step-father _____

Can the child be released to his/her mother? _____ or to his/her father? _____

Can the child be released to his/her step-mother? _____ or to his/her step-father? _____

Can either parent visit the child at the Center? _____

**Should both parents receive notices of parent conferences, newsletters, open houses, etc.? _____ If so, please record the non-custodial parent's name and address below:

_____ We would appreciate having any other details of the court determination or your family circumstances which would affect our involvement with the child and with the family. _____

Please note that we cannot refuse to release the child to his/her natural parents if we do not have legal documentation on file in the office.

**A 1974 Federal law acknowledges that the non-custodial parent is still a parent and entitled to recognition as such by the school, unless there is a legally binding document specifically removing the non-custodial parent's rights to have knowledge about the child's educational process.

It is the parent's responsibility to help keep this form up to date at all times.

Parent/Guardian Signature

Date