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DISTRICT ADMINISTRATIVE RULE

JC(1)-R Non-Enrolling Parent

7/17/20 x/x/24

GSBA Reference: JC(1)-R (Non-Custodial Parent Rights)

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) recognizes the important role that parents play in the
4 education of their children.

5 6 RULE:

7 8 A. GENERAL PROVISIONS:

9 This administrative rule specifically addresses the District's relationship with non-enrolling
10 parents and its responsibilities to the enrolling parent unless modified or restricted by court
11 order or **other** legally binding document.

- 12 1. In instances where a court order or legally binding document exists, it shall be the
13 responsibility of the parent to provide a bona fide copy of the order or document to the
14 Principal or designee.
- 15 2. The District reserves the right to request and review copies of custodial documents should
16 a dispute arise.

17 18 B. DEFINITION OF ENROLLING PARENT:

19 This rule defines an enrolling parent as the parent with whom the student resides and who
20 enrolled the student.

21 22 C. NON-ENROLLING PARENT:

23 The non-enrolling parent, shall be afforded the following:

24 1. STUDENT RECORDS:

25 a. A non-enrolling parent may request a copy of the school records for his/her child in
26 accordance with the Family Educational Rights and Privacy Act (FERPA) **and §20-2-786**
27 **(see Administrative Rule JR-R)**. This request: ~~(1) Must~~ **must** be placed in writing to
28 the Principal and notarized (Form JR-3 [Parent/Guardian Request for Education Records]
29 may be used for this purpose).

30 ~~(2) Shall be honored within forty five (45) calendar days, unless prohibited by a court~~
31 ~~order or other legally binding document.~~

32 b. ~~The right to request a copy of the school records includes the right to a response from~~
33 ~~the school to reasonable requests for clarification and interpretations of records.~~

34 2. TEACHER CONFERENCES:

35 a. The non-enrolling parent, absent a court order or other legally binding document which
36 provides otherwise, is encouraged to attend joint conferences for the purpose of
37 clarification and interpretation of student records with the enrolling parent during the
38 regularly scheduled conference weeks in grades K-8 and during the regularly scheduled
39 advisement appointments in grades 9-12.

40 b. If either the non-enrolling or enrolling parent objects to attending a joint conference,
41 either parent may request that the non-enrolling parent be provided a separate time
42 for clarification and interpretation with a staff member. This request for a separate
43 conference shall be made by a notarized letter to the Principal or designee.

44 3. SCHOOL ACTIVITIES:

- a. Absent a court order or other legally binding document which specifically provides otherwise, the non-enrolling parent may:
- (1) At the beginning of the school term, request copies of school information given to parents at that time. The request should be in the form of a notarized letter to the Principal or designee.
 - (2) Attend any public or spectator activity involving his/her child. These may include classroom activities to which all parents/guardians are invited.
- b. Activities such as lunchroom visits and classroom visits are not considered public or spectator activities and are addressed in Administrative Rule KM-R (Visitors to School).

4. **CHECK-OUT OR PICK-UP:**

- a. Pursuant to State law, and absent a court order or other legally binding document which specifically provides otherwise, the non-enrolling parent will not be permitted to check-out or pick-up students unless proper authorization from the enrolling parent is on file with the school.
- b. **Exception:** The enrolling parent may provide a written statement to the school **or use the District's electronic parent portal (e.g., ParentVUE)** giving permission to the non-enrolling parent to check-out or pick-up the student. This document must be maintained at the school and must be specific as to the permission granted.

Adopted: 1/11/89

Revised: 5/23/91; 5/28/92; 6/26/03; 8/11/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05

Revised and re-coded: 10/25/12 (Previously coded as Administrative Rule KBBA)

Revised: 7/20/16; 7/1/18; 7/17/20; **x/x/24**

Legal Reference

O.C.G.A. 20-2-720

Inspection of student's records by parents

O.C.G.A. 20-2-780

Change of custody of minor child by removing child from school premises is prohibited