




Administrative Regulation 123

1. All claims for the access to students must be referred to the principal.
2. Where there is a demand for access to a student and legal custody is uncertain, the principal shall:
 - a. ask the claimant to provide appropriate identification and to provide a copy of a separation agreement, or an order of a court, giving him/her access to the student;
 - b. inform the claimant the student will not be released from school until the normal morning or afternoon dismissal time and the parent or guardian with whom the student resides will be informed that the claim for access has been made;
 - c. notify the parent or guardian with whom the student resides that the claim for access has been made;
 - d. attempt to have the two parties agree as to whom the student will be released. If agreement cannot be reached, the principal may call Police Services to mediate the dispute.
3. If the parent or guardian with whom the student resides cannot be contacted thus the two parties cannot be brought together, the principal may seek the assistance of the Edmonton Police Service to make temporary arrangements for the child's care.
4. An objective record shall be kept in the school of all access claims which may be received, including dates, times, names of persons involved, and as much of their actual statements as it may be possible to record.

Reference: School Act Section 45(8)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 112, 119	Date(s) Revised: June 12, 2002