



Episcopal School of Jacksonville Enrollment Policy for Separate Households

I. SEPARATE HOUSEHOLDS - SHARED CUSTODY, BOTH PARENTS RESPONSIBLE

In cases of separate households with shared custody and responsibility, each parent is required to sign an identical enrollment agreement. Even if one parent in a separated household pays, the second parent, by signing, is agreeing to have the child enrolled at Episcopal and will receive correspondence from the school.

Financial Aid: If the student requires financial assistance, both parents/guardians must complete the financial aid application and submit the required documents.

ESJ Obligation: The school will communicate equally with both parents, and each parent will have equal access to all information related to the student's enrollment at ESJ (including financials, report cards, attendance, discipline records, etc.)

II. SEPARATE HOUSEHOLDS - SHARED CUSTODY, ONE PARENT RESPONSIBLE

In a shared custody situation where only one parent assumes 100% responsibility for the child attending Episcopal - this includes all financial obligations, interactions, decisions and communications related to all school matters - the School will accept an enrollment agreement with either of the following documents:

- A. **Court Order:** A clear order from the court granting Parent 1 exclusive responsibility for the child attending Episcopal, including all financial obligations, interactions, decisions and communications related to all school matters.
- OR -
- B. **Notarized Affidavits from Both Parents:** A notarized affidavit signed by Parent 1 stating that Parent 1 is solely responsible for the student's attendance at Episcopal as outlined above; AND a notarized affidavit signed by Parent 2 stating that Parent 1 is solely responsible for the student's attendance at Episcopal as outlined above and Parent 2 agrees to extinguish his/her rights and corresponding obligations.

Documentation required: Court order or notarized affidavits from both parents as outlined above.

Financial Aid: If the student requires financial assistance, the responsible parent/guardian must complete the financial aid application and submit the required documents.

ESJ Obligation: The school will communicate exclusively with the responsible parent/guardian (Parent 1). Parent 1 will have access to all information related to the student's enrollment at ESJ

(including financials, report cards, attendance, discipline records, etc.). Episcopal will not disclose any information related to the student's enrollment to Parent 2.

III. ONE PARENT HOUSEHOLD - SECOND PARENT NOT INVOLVED

In one parent/sole custody households where only one parent makes education and financial decisions, then only the responsible parent's signature is required on the enrollment agreement.

Documentation required: Custody agreement or birth certificate stating that Parent 1 is exclusively responsible for the child.

Financial Aid: If the student requires financial assistance, the responsible parent/guardian must complete the financial aid application and submit the required documents.

ESJ Obligation: The school will communicate exclusively with the responsible parent/guardian (Parent 1). Parent 1 will have access to all information related to the student's enrollment at ESJ (including financials, report cards, attendance, discipline records, etc.). Episcopal will not disclose any information related to the student's enrollment to Parent 2.