

THIRD PARTY DOCUMENTATION

Please provide our office with one letter from an impartial third party that verifies the relationship the student has with the noncustodial parent. Examples of acceptable third party individuals include a counselor, clergy member, high school official, or another third party source familiar with your situation in a professional capacity. Letters from family members or friends will not fulfill the requirement.

Third party letter requirements:

- Must be on letterhead and must include phone number
- Must indicate the person's relationship to the student
- Must indicate the length of time he/she has known the student
- Must address the understanding of the lack of relationship between the student and the noncustodial parent
- Must be signed by the impartial third party

CUSTODIAL PARENT STATEMENT

Please provide a brief explanation regarding the extenuating circumstances with the noncustodial parent to help us better understand your situation. Attach any legal orders (i.e. restraining order, police reports, etc.) or any other supporting documentation that helps explain your situation.