

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

Birth to 12 months: 3 times a week for 2-6 hours or as agreed
Ages 12 mos.–3 years: 1-2 times a week for 2-6 hours plus one overnight or as agreed
Ages 3-13: Equal Parenting Time, 2-2-5-5
Ages 13-18: 2-2-5-5, or Week on / Week off or as agreed

Please review the Instruction Sheet prior to completing this document.

Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall abide by the following:

I. PARENTING TIME SCHEDULES

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child’s age bracket. This may result in children on different, but complimentary, schedules. A child graduates into the next bracket on their birthday (1 year, 3 years, 14 years).

THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.

Instructions: Designate Parent 1 and Parent 2 in the blanks below.

PARENT 1: _____ **PARENT 2:** _____

A. SCHEDULES BY AGE

Instructions: Check the appropriate box for the schedules to be followed. Within each schedule, designate the child for whom that schedule will apply.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

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1. FOR CHILDREN FROM BIRTH TO 12 MONTHS

Parent 2 shall be entitled to three (3) weekly parenting times for two to six (2-6) hours, on the days and hours the parents can agree. If the parents cannot agree, then the days and hours shall be as follows*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and,
Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: D.O.B.:

Child's Name: D.O.B.:

2. FOR CHILDREN 12 MONTHS TO 3 YEARS

Parent 2 shall be entitled to one (1) or two (2) weekly times for two to six (2-6) hours, plus one overnight, on the days and times the parents can agree. If the parents cannot agree, then the days shall be as follows*:

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.; and,
Overnight from Friday at 5:30 p.m. until Saturday at 5:30 p.m.,

*Unless otherwise ordered by the court.

Child's Name: D.O.B.:

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SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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3. FOR CHILDREN 3 YEARS TO AGE 13

Beginning at the age of 3, the parents shall share **EQUAL PARENTING TIME**, unless there are clearly defined special circumstances as agreed to by the parents or ordered by the court that would prevent them from doing so. Unless otherwise agreed by the parents, the following **2-2-5-5 SCHEDULE** shall be followed:

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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2-2-5-5 Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Parent 2	Parent 2	Parent 1	Parent 1	Parent 2	Parent 2	Parent 1
	Parent 1 5:30 pm*		Parent 2 5:30 pm*		Parent 1 5:30 pm*	
Parent 1	Parent 1	Parent 1	Parent 1	Parent 2	Parent 2	Parent 2
			Parent 2 5:30 pm*			
Parent 2	Parent 2	Parent 1	Parent 1	Parent 2	Parent 2	Parent 1
	Parent 1 5:30 pm*		Parent 2 5:30 pm*		Parent 1 5:30 pm*	
Parent 1	Parent 1	Parent 1	Parent 1	Parent 2	Parent 2	Parent 2
			Parent 2 5:30 pm*			

** If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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4. TEENAGER: AGE 13 – 18 YEARS

Use the subsequent schedules with the following considerations:

- a. Parents are urged to understand a child’s normal social development during these sensitive years, when teenagers normally spend less time with their parents.
- b. In exercising parenting time with a teenager, parents shall make reasonable efforts to accommodate a teenager’s participation in academic, athletic, extracurricular, and social activities.

Unless otherwise agreed, choose one of the two parenting time schedules.

- a. Continue to use the above **2-2-5-5 SCHEDULE**

Child’s Name: _____ D.O.B.: _____

Child’s Name: _____ D.O.B.: _____

- b. Follow a **WEEK ON/WEEK OFF SCHEDULE** with exchange times being 5:30 p.m. every Friday.

Child’s Name: _____ D.O.B.: _____

Child’s Name: _____ D.O.B.: _____

SUMMIT COUNTY DOMESTIC RELATIONS COURT

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B. SUMMER SCHEDULE

During summer break from school, parents shall follow the selected parenting time schedule by age.

Each parent is responsible for any daycare, babysitting, or supervision expenses during the exercise of their extended summer companionship. Unless other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent is responsible for transporting the child(ren) to scheduled activities and necessary summer school during that parent’s summer parenting time.

C. SUMMER VACATIONS, BEGINNING AT AGE 3 YEARS

Should parents wish for summer vacation parenting time with a child under the age of 3 years, they must agree to such time. Otherwise, the schedules by age continue to control until age 3 years.

Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters.

Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation or parenting time. The remaining two (2) weeks may only be taken in seven (7) day increments. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before **April 1st** of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before **April 1st** of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent’s parenting time. Vacation “flex time” is defined as a parent’s already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation “flex time” wherein the parent may begin their vacation on the other parent’s scheduled weekend and attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)’s state of residence or if the travel will be for greater than twenty-four (24) hours.

D. WINTER BREAK FROM SCHOOL

For the winter break, unless otherwise agreed, parents shall utilize the following schedule:

Winter break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the winter break. If the winter break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the winter break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15th. In odd-numbered years, Parent 1 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15th.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME SCHEDULE A

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E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME

- 1. Mother's Day and Father's Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the designated parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply, unless otherwise agreed::
Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren).
Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

- 2. Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9 a.m. to 8 p.m. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.* If not changed by agreement, holiday times are as follows:

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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F. GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:

Parents should check the box if they intend to use the provided schedule for that holiday.

HOLIDAY	EVEN #’D YEARS	ODD #’D YEARS	DAYS AND TIMES
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 2. President’s Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	5:30 p.m. day school ends to 7:00 p.m. day before school begins
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 6. 4 th of July	Parent 2	Parent 1	5:30 p.m. 07/03 to 11:00 p.m. 07/04
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	4 hours on trick or treat day/night or in each neighborhood
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	5:30 p.m. Wed. to Fri. @ 7:00 p.m. 7:00 p.m. Fri. to Sun. @ 7:00 p.m.
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	8:00 a.m. 12/24 to 10:00 p.m.
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	10:00 p.m. 12/24 to 7:00 p.m. 12/25
<input type="checkbox"/> 12. New Year’s Eve	Parent 2	Parent 1	5:30 p.m. 12/31 to 7:00 p.m. 01/01

*(or as the parents may otherwise agree in writing)

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

II. RULES GOVERNING PARENTING TIME

Parents are encouraged to work together to establish rules and guidelines that make companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

A. Conflicting Schedules / Order of priority:

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Holidays and Days of Special Meaning including Family-Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

B. Exchanges and Transportation

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME SCHEDULE A

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If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, bicycles, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents should make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent at the exchange location. **It is not the responsibility of the child to ensure exchange of medication occurs.**

C. Illness

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is/are ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury, or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. Parents are cautioned not to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child while in the facility.

D. Telephone, Computer, and/or Other Methods of Electronic Communication

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once per day, between the hours of 9 a.m. and 8 p.m, and outside of normal school hours, if applicable. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is/are permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child in is possession of their own electronic communication device, both parents are entitled to that child's direct contact information. It is the affirmative duty of both parents to provide this contact information to the other parent.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME SCHEDULE A

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E. Child(ren)'s Extracurricular Activities

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

F. School Issues and Information

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

G. Use of Alcohol or Drugs

During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.

H. Relocation Notice

Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, **must** be provided pursuant to the following timeline:

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME SCHEDULE A

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- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation. Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

An Instruction Sheet for the Notice of Intent to Relocate, Notice of Intent to Relocate Form and Order Re: Notice of Intent to Relocate are available on the Court's website at drcourt.org under the Forms tab and on the second floor of the Court.

I. Day Care Center Access

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren).

J. School Activities Notice

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent, to any student activity that is related to the child(ren).

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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K. Records Access

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record related to the child(ren), including school records and medical records, under the same terms and conditions as the other parent with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

L. NOTICE TO KEEPER OF RECORDS:

Any keeper of a record who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051 could be held in contempt of court.

M. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:

Any school official or employee who knowingly fails to comply as set forth of above or with Ohio Revised Code §3109.051(J) could be held in contempt of court.

The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE A**

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_____ Above is the agreement of the parties.

_____ Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.

Parent One

Parent Two

Print Name

Print Name

Date

Date