

HART COUNTY SCHOOLS

Request for Release of Student Records to Third Party

THIS RECORDS REQUEST FORM IS TO BE USED WHEN PERSONS OR AGENCIES NOT LISTED IN POLICY 09.14 REQUEST A COPY OF STUDENT RECORDS AND OR AGENCIES LIKELY TO PAY FOR OR PROVIDE TRANSITION SERVICES.

Dear Parent or Eligible/Emancipated Student:

We have received a request from _____ for a copy
Name of Requesting Individual or Agency
of or access to the school record of _____ for the purpose of
Student's Name

Any person inspecting, reviewing, or receiving copies of student records under the authority of the Family Educational Rights and Privacy Act of 1974 is cautioned that the Act provides that "personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student or the eligible student."

***THE DISTRICT SHALL INFORM THIRD PARTIES OF THE 5-YEAR PENALTY
FOR REDISCLOSING EDUCATION RECORDS WITHOUT PARENTAL CONSENT.***

If you are willing for us to comply with this request, please check the records you approve for access/copying and sign, date and return this release to us.

- Official administrative record (name, address, birth date, grade level completed, grades, class standing, attendance record)
- Standardized achievement test scores
- Intelligence and aptitude test scores
- Personality and interest test scores
- Teacher and counselor observations and ratings
- Record of extra curricular activities
- Family background data
- Health/immunization records
- Special education records
- Individual Learning Plan (ILP)
- No restrictions

Parent/Guardian's or Eligible/Emancipated Student's Signature

Date

Superintendent/Designee's Signature

Date

May 2010