10/1/09

**Request for Release of Student Records to Third Party**

Dear Parent or Eligible/Emancipated Student:

We are requesting your permission to invite agencies to participate in educational meetings and have access to records for the purpose of coordinating transition services. Please check the agencies who may be invited or granted access from the list below:

 The Office of Vocational Rehabilitation

 Job Corps.

 Supported Employment

 KY IMPACT

 Community Alternatives

 JOBS program

 Vocational/Technical Colleges

 Community Colleges or Universities

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below to indicate permission for such agencies to be invited to meetings or for a copy of or access to the school record 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 a 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.

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The above requesting individual agency may have a copy of or access to the school record of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student’s Name)

If you are willing 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, birthdate, 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 extracurricular activities
* Family background data
* Health/Immunization records
* Special education records
* No restrictions

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Parent/Guardian’s or Eligible/Emancipated Student’s Signature Date