
SAMPLE PARENT FERPA RELEASE

This sample parent release form is intended to secure legal permission for an agency to access student records, which are protected by the Family Educational Rights and Privacy Act (FERPA). It also informs parents about which information the agency is requesting, and what they will do with the information. This document is intended for sample purposes only.

Consent to Release of Education Records

Under the Family Education Rights and Privacy Act (FERPA)

I, _____ (Print Parent/ Guardian Name), consent to the release of my child's education records from _____ School District to [AGENCY]. If my child transfers school districts during the length of this agreement, I authorized the new school district to release his/her education records to [AGENCY], as well.

I understand that education records include, but are not limited to: *(List specific elements to be shared)*

- *School attending, grade in school and expected graduation year, graduation date or dropout status*
- *Special education status, assessments, IEP/504 plan*
- *History of schools attended, including entry/exit dates*
- *Term and cumulative GPA*
- *Attendance and behavior records, including number of suspensions and/or expulsion status*
- *Non-credit graduation requirements, including state test scores (Reading, Writing, Math, and Science)*

This release allows [AGENCY] staff to access my child's education records online and/or directly from the School District. I understand that [AGENCY] will use these education records to keep [AGENCY] staff informed of my child's academic progress and to evaluate and improve the educational programs [AGENCY] offers. [AGENCY] staff will work with the school, the family and the student in an effort to improve my child's success at school.

I acknowledge that I may submit a subsequent notification in writing directing the School District to no longer release information to [AGENCY] staff. [AGENCY] will not disclose this information to anyone outside [AGENCY] without my written permission.

This Release of Information will be valid for *(insert period of agreement, typically one school year)*, or as long as the student is served by [AGENCY], whichever is the lesser time length. The School District, named above, is authorized to release information to the following (please print clearly): *(Contact information for agency lead)*

(In addition to signatures, it may be a good idea to collect student school ID numbers if they are known to families; these can help the school district to identify individual students in their data system.)