



# Sandusky City Schools

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## STUDENT EDUCATIONAL RECORDS RELEASE

This form provides the parent/legal guardian or eligible student the ability to select other adults to view a student's records. For example: Grandparents or step-parents that are not legal guardians during a Parent/Teacher Conference.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education record to family members or other approved adult(s).

**Parent/Legal Guardian or Eligible Student if you want your child's (your) education records shared, please complete the following and return it to the school your child attends.**

**(Please Print)**

**Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I give consent to allow my child's (my) education records shared with the following: (Please Print)**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Parent/Legal Guardian or Eligible Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This form is valid for one school year only, unless rescinded by the above Parent/Legal Guardian or Eligible Student. To rescind, please send a letter stating your request to the building principal.

FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. See Sandusky City Schools form 020.