



Office of the



State Superintendent of Education

APPENDIX B

**Parental Disclosure Authorization Form**

The Federal Educational Rights and Privacy Act (FERPA) is a Federal law concerning the privacy of, and access to, student education records. FERPA gives parents and guardians certain privacy rights with respect to their children’s education records. This form permits a parent or guardian to voluntarily authorize the release of education records to a third-party. Such a release is not mandatory. For additional information, visit the U.S. Department of Education’s website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This form must be fully completed and signed. Education records cannot be released if the form is not complete.

**I. STUDENT INFORMATION:**

<b>Student Name:</b>
<b>Date of Birth:</b>
<b>Student School and Grade:</b>

**II. RECORDS TO BE RELEASED (LIST BELOW):**


**III. PERSON(S) TO WHOM ACCESS OF EDUCATIONAL RECORDS MAY BE PROVIDED:**

<b>Name(s):</b>
<b>Address(es):</b>

**IV. RELEASE DURATION (USUALLY ONE YEAR):**

<b>This Authorization Expires on:</b>
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**V. DESCRIBE THE PURPOSE OF THE RELEASE:**

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I consent to this release understanding that (1) I have the right not to consent to the release of the student’s education records, (2) I have a right to inspect any written record pursuant to this consent form, and (3) I have the right to revoke this consent at any time by providing a written revocation to the Office of the State Superintendent of Education (OSSE).

<b>Parent/Guardian’s Written Name:</b>	<b>Parent/Guardian’s Signature:</b>	<b>Date:</b>