PURPOSE: As a parent, guardian, or student, you have the right to give permission or not give permission for the release of your child's records with other persons or agencies. This request provides you with the opportunity to approve or not approve such a request unless release of records is allowed under one of the exceptions under the rules implementing the Family Education Rights and Privacy Act, FERPA, (for example, transfer of records from one school district to another).

AUTHORIZATION FOR RELEASE OF RECORDS

Student name: _____ Date: _____

Student DOB: _____ School District: Clover Park School District

I hereby authorize the release of records:

From:	To:
_____	Clover Park School District, Special Education 253-583-5170/5180 (phone) 253-583-5189 (fax)
(Name of agency/person)	(*Name of agency/person)*
_____	10903 Gravelly Lake Drive SW, Room 1
Street Address	*Street Address*
_____	Lakewood, WA 98499-1341
City, State, Zip	*City, State, Zip*

Describe the records to be disclosed:

Special Education Records:

- Current evaluation report;
- Current IEP
- Current FBA and BIP, if applicable; and
- Child Outcomes Summary Form (COSF), if applicable.

The reason of disclosing the record(s) is:

Student has transferred to the Clover Park School District. Records are needed to establish eligibility and begin appropriate student programs as soon as possible.

I understand that this information obtained will be treated in a confidential manner by the school district under the provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances. Please note that if the request is for health or medical information, the medical information received by the district if protected under FERPA privacy standards and not the Health Insurance Portability and Accountability Act (HIPAA).

This authorization is valid from: _____ to _____.
Date *Date*

Note: For release of medical records, the authorization can be no longer than 90 days after this authorization is signed.

I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time in writing. Should I withdraw my consent, it does not apply to information that has already been provided under the prior consent for release.

_____ _____
Parent/guardian/adult student Signature *Date*