

FERPA: Permission to Release Educational Records and Information

Student Name _____ **Student ID** _____

In accordance with the *Family Educational Rights and Privacy Act of 1974* (FERPA), the parent, legal guardian or educational rights holder of the student whose name appears above, authorizes **(staff name)** _____ to complete a recommendation in which he/she may disclose the following educational records and information:

☐ Grades/GPA ☐ Performance ☐ Coursework ☐ Extracurricular Activities/Awards ☐ Other

The purpose of the release of these records or information is:

☐ Admission to an educational institution ☐ Employment ☐ Scholarship(s) ☐ Other:

_____ (please describe in detail)

Please list all **SCHOOLS, PROGRAMS, SCHOLARSHIPS, OR EMPLOYMENT** for which you are requesting a recommendation or form. Provide any required forms and stamped envelopes addressed with no return address.

SCHOOL, PROGRAM, OR SCHOLARSHIP NAME (PARTY TO WHOM DISCLOSURE MAY BE MADE)	Application Deadline Date (Month/Day/Year) (Write in order from the earliest date to the latest date)	Common App School (check box if yes)	Non-Common App school How do we send you info? Mail, link?	Do you need a counselor letter of rec? (UCs & CSUs do not accept) (Yes or No)
1.				
2.				
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15.				

I understand that I have the right not to consent to the release of my education records; This consent shall remain in effect until revoked by me, in writing, and delivered to San Dieguito Academy, but any such revocation shall not affect disclosures previously made prior to the receipt of any such written revocation.

- ☐ I waive my right to review a copy of this recommendation at any time in the future.
- ☐ I do not waive my right to review a copy of this recommendation at any time in the future.

Student Name and Signature

Date

Parent/Guardian/Educational Rights Holder Name and Signature

Date

This information is released subject to the confidentiality provisions of the FERPA and other applicable state and federal laws regulations, which prohibit any further disclosure of this information without specific written consent of the person to

Instructions for the letter writer: Retain a copy of this waiver for your personal files, and note the waiver in the body of the recommendation. "Student/Parent waived the right to review this evaluation and a signed FERPA form that is on file at San Dieguito Academy."

whom it pertains, or as otherwise permitted by such regulations.