FERPA Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA),* a public school district is prohibited from providing certain information from student records to a third party, such as information on grades, student conduct, and other student record information. This restriction applies to all third parties. Some exceptions to the disclosure prohibition exist.

You may, at your discretion, grant the Granite School District permission to release information from your student's records to a third party by submitting this completed and signed FERPA Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The Granite School District does not automatically send information to an authorized third party. You have the right to inspect any written records released pursuant to this Release of Information (except for instances where the parent/legal guardian has already waived permission to inspect).

NOTE: For the third-party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student's records. Your authorization to release information **expires one (1) year from date of submission**; however, you may revoke your authorization at any time by filling out the Revocation of FERPA Consent document.

Section A: STUDENT INFORMATION

Name:_____
Last First Middle

Student ID:_____Date of Birth:_____Phone Number: _____

Current Address:_____City:_____State:_____Zip: _____

School(s) attended: _____

Section B: PERSON TO WHOM INFORMATION MAY BE RELEASED

Please release information from my academic record to the following person:

Name:_____
Last First Middle

Current Address:_____City:_____State:_____Zip: _____

Email Address:_____Phone Number: _____

Relationship to Student: _____
For in-person requests for information, a picture ID must be presented by the individual authorized to receive information from the student's education record.

Security PIN: For telephonic disclosure of FERPA-protected information, the person named below will be required to authenticate his/her identity by providing a four-digit FERPA PIN. You, the student, should choose a FERPA pin number and provide it to your third-party contact. UNIQUE FERPA PIN: _____

Section C: RECORDS TO BE RELEASED AND FOR WHAT PURPOSE

Check one or more boxes below to grant authorization for the release of records. Information will not be shared unless the box describing the information sought is checked.

☐ All academic records

☐ All student conduct records (records include: correspondence to and from student related to conduct issues, conduct reports, and any other information related to student conduct, including Title IX records).

☐ Special Education/504 Information

☐ Other (please specify): _____

The information is to be released for the following purposes (check all that apply):

_____Family communication about school experience _____disciplinary actions

_____employment_____assistance with counseling/treatment _____other (please specify): _____

Section D: HOLD HARMLESS AND SIGNATURE

I, the student, acknowledge the information listed above and agree to the terms of the **FERPA Student Information Release Authorization as outlined in Sections A-C.**

I agree to hold the Granite School District harmless from any and all liability for the release of my records to any entities as specified above or any release of information as requested by government agencies.

_____

Print Student Name—REQUIRED

_____

Signature REQUIRED Date