

On _____, 20____, [*name of law enforcement agency*] was notified that _____ Public Schools reasonably believes that [*student's name*] engaged in [*describe offense*]. Because [*student's name*] is receiving special education services, he/she is entitled to have copies of his/ her special education and disciplinary records transmitted to such law enforcement agency for consideration in connection with the reported activity.

In accordance with the Family Educational Rights and Privacy Act , your consent to provide the records to the law enforcement agency is required. If you would like for _____ PS to provide [*student's name*] special education records and disciplinary records to the law enforcement agency, please execute the enclosed Consent to Release Confidential Records and return it to _____.

If you have any questions, regarding this, please let me know.

Sincerely,