



Policy of the Board of Trustees

J Series

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REQUESTS FOR STUDENT RECORDS

Third-Party Requests

Date _____

I, (We), request the following information from the school records of:

My authority for making this request is:

I am authorized by law to have access to said records, or I attach the consent of the student and/or his/her parent or legal guardian.

I agree not to release said information to any other person or party except as said release may be authorized by law.

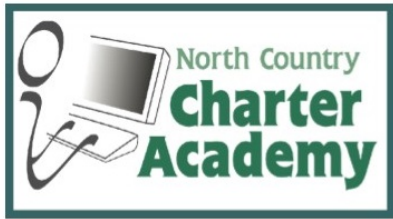
(x out inapplicable material)

Signature and Title

Name of Agency

Address

1st Reading: September 21, 2017
2nd Reading: October 19, 2017
Adoption: November 30, 2017
Proposed Reconsideration: November 2022



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First -Party Request

Date _____

I, _____, (am over 18) (am attending an institution of higher learning) (am the parent or legal guardian of) _____

and request access to the school records of _____.
The specific records I should like to inspect are: (Please indicate specific areas, i.e., student folder, athletic, scholastic, reading scores, test results, attendance, etc.)

(x out inapplicable material)

Signature

First -Party Consent

I, _____, consent to the inspection of the school records of _____ by _____ or consent that the

following information be mailed to them. I am the student involved and am over 18, or his/her parent or legal guardian. The records may be personally inspected or may be mailed to them as they request. This consent pertains to all records usually furnished in the best judgment of the school authorities or limited as stated in the Board of Trustees Policy on Student Records.

(x-out inapplicable material)

Signature

1st Reading: September 21, 2017
2nd Reading: October 19, 2017
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