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Note: For Notices Regarding Directory Information and Parent's Response Regarding Release of Directory Information, see the TASB Model Student Handbook.

Exhibit A—Consent to Disclose Student Information Protected by the Family Educational Rights and Privacy Act (FERPA)

Note to administrator: Use this consent form for general education records or Personally Identifiable Information (PII) in education records; student intellectual property is addressed at Exhibit C.

Note: Unless there is a legal exception under FERPA (20 U.S.C. § 1232g; 34 C.F.R. Part 99), other law, or existing written parental consent on file, a parent or eligible student must provide consent before the District may release or disclose a student’s education records, or personally identifiable information contained therein, to a third party.

This consent authorizes the District to release or disclose the specific information listed for the purposes and in the manner specified below.

An “eligible student” is a student who is age 18 or older. A “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian, including a person standing in parental relation to a child. However, a parent does not include a person whose parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.

To _____ School District:

I hereby agree to allow _____ School District to disclose the following education records or personally identifiable information on those records of _____ (*name of student whose information is requested to be disclosed*), assigned ID number _____ (*student identification number*):

This information may be disclosed for the following purposes:

The above information may be released to the following recipient(s) (*name of person, school, agent, or other, including mailing address or contact information for disclosure*):

I understand that I may withdraw my consent to share this information at any time. A request to withdraw consent should be signed, dated, and submitted in writing to:

_____ *(insert contact information for District employee in charge of release of student education records or personally identifiable information)*

Print or type name of parent (or eligible student if age 18 or older): _____

Signature: _____

Date: _____

Exhibit B—Notice of Intent to Comply with Subpoena/Court Order

Note to administrator: This notice may be mailed or emailed. DO NOT SEND this notice if the subpoena or court order indicates parents are not to be notified.

Date: _____

To parents/guardians of: _____

Parent/guardian email address: _____

Campus name: _____

Grade level: _____

Dear parent/guardian:

Enclosed please find a copy of a **subpoena or court order**, which was received on _____, 20__ (date received). The subpoena or court order requires one or more of the following actions by the date noted on the attached subpoena or court order:

- The disclosure of student information/records of _____ (name of student); and/or
- The testimony (under oath) of a District employee in the above-noted case. During the testimony, the employee under subpoena may be required to disclose information concerning the student, including information from his or her educational record.

The District is required by law to comply with lawfully issued subpoenas and with court orders. According to the Family Educational Rights and Privacy Act, the District is required to notify a parent in advance that the District intends to comply with the subpoena or court order. If you have no objections to the District's compliance with the subpoena or court order, no further action is necessary. If you have such objections to the District's release of information in compliance with the subpoena or court order, please consult your attorney or take whatever steps you deem necessary with the issuing party, agency, or court.

The District will comply as directed by the subpoena or as provided by law unless the parent provides a copy of, or confirmation of, the filing of your objection, if any, with the court. To prevent the District from disclosing information or records the parent deems objectionable, a new court order prohibiting the disclosure or describing in detail the information not to be disclosed must be received by the administrator noted below prior to the deadline in the attached subpoena or court order.

A parent has 45 days to properly object. On _____ date (45 days after our notice) we will release the information, if the parent has not filed an objection with the court.

Sincerely,

DATE ISSUED: 03/22/2021

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FL(EXHIBIT)-RRM

STUDENT RECORDS

FL
(EXHIBIT)

_____, Principal/Administrator

Enclosure/attachment

Exhibit C—Release Form for Display of Student Work and Personal Information

Note to administrator: Use this release for student intellectual property or work subject to copyright and any associated student education records that will be published along with the work.

Occasionally, the District wishes to display or publish original student work to promote student academic and extracurricular activities on the District's website; on a website affiliated with or sponsored by the District, such as a campus or classroom website; or in District publications. Original student work includes artwork, projects, photos taken by the student, other academic or creative work, or original video and voice recordings.

Such work may constitute student intellectual property or work subject to copyright and may also include personally identifiable student information as defined by law or by the District.

The District agrees to use these student works and related personally identifiable student information only in the manner described above.

Parent or eligible student (*age 18 or older*):

I, parent of _____ (*student's name*), give my permission for the following to be displayed or published by the District:

Or

I, _____ (*name of eligible student if 18 or older*), give my permission for the following to be displayed or published by the District:

(Check all that apply.)

- Original student work, e.g., artwork, projects, photos taken by the student, or other academic or creative work
- Voice recordings
- Video recordings

I also consent for the District to publish the following identifiable student information with the work: (*list any personally identifiable student information that will be published with the work*):

- Student name
- Student age
- Student grade level

(list any other information that will be published or displayed)

Signature of parent or eligible student: _____

Date: _____

Note: For information regarding student records, including directory information, see FL, and the student handbook. For information regarding intellectual property and copyright compliance, see CY.
