

**Certification for Release of Student Information
Request by Juvenile Service Provider**

1. Requestor Information

Name _____
Employer _____ Email _____
Phone _____

2. Student Information Requested

Student Name _____ Student ID _____
Campus _____ Grade _____ Date of Birth _____

3. Records Requested

____ Attendance Records
____ Grades
____ Enrollment Information (name, parent name, address, phone number, DOB, schedule)
____ Other: _____

4. Please provide the information to the Requestor by: _____ email _____ paper copy (in office)

5. Requestor's Certification. By initialing each statement below, I certify that:

____ I am entitled to request and receive this information, pursuant to Texas Family Code § 58.0051(b).
____ The information will not be disclosed to a third party, other than another juvenile service provider, as defined in Texas Family Code § 58.0051, or as provided under state law without the prior written consent of the parent or student, pursuant to 34 C.F.R. § 99.38.
____ The information will be used only to 1) verify the identity of the student involved in the juvenile justice system, or 2) provide delinquency prevention or treatment services to the student.

Requestor's Signature _____ Date _____

Instruction to Requestor: Submit the request to the campus principal and allow five business days to process.

For School Office Use Only

Date Received: _____ Is the student under 18 years of age? _____ Is the student currently enrolled at CCISD? _____
____ Information was released to the Requestor on ____ / ____ / ____.
____ Information was not released because the request did not meet the criteria and notice was given to the Requestor on ____ / ____ / ____.
CCISD Administrator Signature _____ Date _____

Note: If a student is 18 or older or not currently enrolled, or if the Requestor did not initial all three certifications, records may not be released under this form. In all other cases, a subpoena is generally required to release student information to a third party without prior written consent. Without a subpoena, warrant, or parental consent, only directory information may be released, subject to the student/parent's privacy election. Board Policy FL(LOCAL) defines directory information to include: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. **Place a copy of this completed form in the student's file. The records may not be destroyed for seven years from the date disclosed.**