



STAMFORD PUBLIC SCHOOLS
STAMFORD, CONNECTICUT

PERMISSION FOR RELEASE OF RECORDS
AND/OR INFORMATION FROM RECORDS

Student's Name: _____ DOB: _____
Last Name, First Name, Middle Initial

Records to be Released: (Please check appropriate item(s))

- Academic, Discipline, Psychological, Suspension, Attendance, Health, Social Work, Other (Specify), Interdisciplinary Report, PPT Folder, Speech & Language

The record(s) indicated above is/are to be released to:

School/Agency: _____

Address: _____

Contact Person: _____

The purpose of this release is: _____

This release is to be in effect until _____ (Date).
I am aware that the parent/legal guardian/student over 18
may review and challenge the records prior to their release.
I hereby grant permission for the release of the above record(s).

Signature of Parent or Guardian Date

Address

Staff Member Signature Location

Name of School Releasing Record

Signature of on-site Custodian of Record

- Original in cumulative folder
Copy to parent
Copy to accompany record

Date

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1. This form should be filled out:
 - a. Whenever a student withdraws from a school or program Form SR #7 must be given to the parent or legal guardian.
 - b. When any information identifiable to a particular student is requested by an agency outside the Stamford Public School system, Form SR #7 must be completed.
 - c. When parents request copies of records for themselves or outside agencies.
2. Form SR #7 can only be completed by the student over 18, the parent or legal guardian.
3. The original is to be placed in the student's cumulative folder for non-handicapped students.
4. The original is to be placed in the student's PPT folder for handicapped students.
5. A copy of completed Form SR #7 is to be given or sent to parent.
6. A copy of completed Form SR #7 is to accompany the record to the agency.
7. The name of the staff member in whose presence Form SR #7 is completed — or receiving the completed Form SR #7 — is to be recorded before any record is released.
8. The release must be recorded on Form SR #9, Log of Access.