

## Consent to Release Data – Request from an Individual

*An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form or would like more explanation, please talk to the Executive Director before you sign it.

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I, \_\_\_\_\_, give my permission for Cologne Academy to release  
(name of individual)

data about me to \_\_\_\_\_ as described in this consent  
form. (name of other entity/person)

1. The specific data I want Cologne Academy to release include:

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(explanation of data requested)

2. I understand that I have asked Cologne Academy to release the data.

3. I understand that although the data are classified as private at Cologne Academy, classification/treatment of the data at \_\_\_\_\_ depends on laws or policies  
(name of other entity/person)  
that apply to \_\_\_\_\_.  
(name of other entity/person)

This authorization to release expires \_\_\_\_\_.  
(date/time of expiration)

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_