



## Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

- **To submit a request**, please print the form on the following page, fill it out and hand sign your signature. Send the completed form to SSD's student records department by mail, fax or email as noted on the top of the form.

**Note: If the student is over the age of 18, they are required to sign for themselves unless appropriate guardianship papers are provided.**

**Attn: Public Schools – If you are needing to request student special education records, please disregard this form and send us a request on your school's letterhead.**

# Student Information Release



Special School District of St. Louis County  
Student Records Department  
12110 Clayton Road  
Town & Country, Missouri 63131

(phone) 314.989.8170  
(fax) 314.989.8317

e-records@ssdmo.org

_____ <b>Student</b>	_____ <b>Date of Birth</b>
_____ <b>Address</b>	_____ <b>Parent/Legal Guardian/Educational Surrogate</b>
_____ <b>City/State/Zip Code</b>	_____ <b>Phone#</b>

I hereby give permission to Special School District of St. Louis County to release the following information:

\_\_\_\_\_  
**Individualized Education Program (IEP)**

\_\_\_\_\_  
**Evaluation Report**

\_\_\_\_\_  
**Other** (progress reports, grades, attendance) \_\_\_\_\_

\_\_\_\_\_  
**Transcript**      **School** \_\_\_\_\_      **Year Graduated** \_\_\_\_\_

This information is being released for the following reason:

\_\_\_\_\_  
**Educational**      \_\_\_\_\_  
**Medical**      \_\_\_\_\_  
**Other** (please specify) \_\_\_\_\_

This release is for the specific document(s) indicated above. It shall be effective for a period of twelve (12) months from the date of my signature unless I revoke consent in writing prior to the end of that period. Copies of this form and signature are to be considered as valid as the original.

Any information received through this release will be maintained in the student's record in accordance with the state and federal regulations implementing the Family Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

## These documents should be forwarded to:

\_\_\_\_\_  
**Individual/Agency:**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**City/State/Zip Code:**

\_\_\_\_\_  
**Fax (if applicable):**

**If you would prefer an electronic copy instead, please provide your e-mail address:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature** (handwritten)  
(Parent, Legal Guardian, Educational Surrogate or Eligible Student)

\_\_\_\_\_  
**Date**