

CPS or Law Enforcement Request for Records

Student Name: _____ DOB: _____
First Middle Last

Student ID #: _____ School/Building Location: _____

Name(s) of Investigator requesting access to/release of records: _____

Name(s) of Supervisor & Agency: _____

- Fax or email copy of information requested and statement regarding purpose of request - **attach to this form.**
- Copy of agency photo I.D. card or official badge - **attach to this form.**
- Confirm that student has **not** been excluded from Directory List in Synergy (BSD MISC tab in Student view)
- Notify Principal or Designee of Investigator Request for Access to/Release of Records

****If record being requested is not listed below or listed in 3231P Access, Inspection & Review of Student Records as Directory Information (item E.1), consult with admin prior to release of/access to records****

Date of access to/release of records: _____ Person released to: _____

- YES NO Access/release was in response to an investigation of a report of alleged child abuse or neglect.

Specific Student Directory Information Released (see also 3231P):

- Name, address, telephone number and electronic mail address
- Photograph
- Date and place of birth
- Major field of study; dates of attendance; grade level
- Participation in officially recognized activities and sports; weight and height of members of athletic teams
- Degrees, honors and awards
- Most recent educational agency or institution attended
- Student identification number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access records without a PIN, password

School Representative Completing Form/Releasing Records:

Name: _____ Position: _____

Signature: _____ Date: _____

Distribution of copy to admin confidential location in school (not student cumulative or student confidential file)