

RELATIONS WITH GOVERNMENTAL ENTITIES:
LOCAL GOVERNMENTAL AUTHORITIES

GRA (REGULATION)
(EXHIBIT)

The following pages contain exhibits related to local government authorities:

Exhibit A: Student Interviewer Identification and Notification Form

Exhibit B: Acknowledgement of Removal of a Student by Legal Authorities

Exhibit C: Consent to Release Student Record(s) to an Agency

Exhibit D: Request by Juvenile Service Provider for Student Information

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EXHIBIT A

Student Interviewer Identification and Notification Form

This section to be completed by Campus:

Agent's Name: _____ Badge/ID Number: _____

Name of Agency: _____

Supervisor's Name: _____ Phone Number: _____

Regional Office or Agency's Main Office Phone Number: _____

This section to be completed by Agency Representative:

Northwest ISD is in accordance with Family Code 52.01 and 262.104 which provides for cooperation with other governmental authorities. Northwest ISD does require representatives of government agencies to be properly identified before interviewing a student.

Please check the government agency you are a representative for.

☐ Law Enforcement Agency (*please specify*) _____

☐ Texas Department of Family and Protective Services

☐ Other _____

The above government agency, is requesting to speak to NISD student,

(Please Print)

In the event that the above government representative requests to interview a NISD student the principal or designee **will** request to be present. If the Law Enforcement representative requests to interview the student alone, (*please see below*). The principal or designee **will** notify the parent or legal guardian of the NISD student prior to the interview and give the parent or guardian the opportunity to be present prior to the interview. If the above indicated Agency request that the parent or guardian not be contacted (*please see below*).

Please check any that apply.

☐ The above listed agency request to interview the NISD student alone.

☐ The above Agency requests that NISD not notify the parent or guardian prior to the interview.
(*It will be the responsibility of the interviewing government agency to contact the parent or guardian*)

Signature of Agent

Badge/ID Number

Date

Time

ATTACH PHOTO COPY OF GOVERNMENT ISSUED ID

Original: Principal
Copy: Superintendent's Office

APPROVED: 8/12/24

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EXHIBIT B

Acknowledgement of Removal of a Student by Legal Authorities

Student's Name: Last	First	Middle	Grade Level
Administrator Supervising:			Campus

Date of Arrest/Removal	Student Signed Out in Attendance Office At (Time)		
Agency Represented:			
<input type="checkbox"/> _____ Police Department		<input type="checkbox"/> Texas Department of Protective and Regulatory Services	
<input type="checkbox"/> Denton County Sheriff's Department		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Tarrant County Sheriff's Department		_____	
<input type="checkbox"/> Wise County Sheriff's Department		_____	
Officer's/Caseworker's Name: Last		First	Badge Number
Officer's/Caseworker's Supervisor's Name			Contacted At (Phone Number)
Student Transported To (Location)			
Reason:			
<input type="checkbox"/> Off-Campus Action <input type="checkbox"/> On-Campus Action			
Specifically: _____			

Officer's/Caseworker's Designation of Parent Notification:	
<input type="checkbox"/> Officer/Caseworker will notify parent prior to school dismissal time (_____ -- campus indicates dismissal time)	
<input type="checkbox"/> Campus shall notify parent immediately and provide contact information as indicated below	
<input type="checkbox"/> Campus shall notify parent after _____ (officer/caseworker indicates time) and provide contact information as indicated below	
If the parent contacts the school prior to receiving notification, the officer/caseworker directs the campus to inform the parent to call the following contact person for information:	
Contact Name:	Phone Number:

The release of the above named student supersedes the responsibility of Northwest ISD to the student and his/her parents or guardians that would otherwise prevail. By taking possession of this student, the officer/caseworker assumes the duty of reasonable care for the safety and welfare of the student.

Signature of Administrator Releasing Student	Date
Signature of Officer/Caseworker Assuming Responsibility of Student	Date

For Office Use Only

Follow-Up Action, if applicable		
Parent: Last	First	Middle
Contacted At (Phone Number)		
Date of Contact	Time of Contact	
Central Office Notification		
Superintendent's Office Notified	Date/Time of Notification	Method of Notification
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Original: Principal
Copy: Superintendent's Office

APPROVED: 8/12/24

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EXHIBIT C

Consent to Release Student Record(s) to an Agency

(Records will not be forwarded to or shared with other individuals or agencies except as allowed to by law or agreed to herein.)

Student's Name: _____ Student's ID: _____
Date of Birth: _____ Grade: _____ Campus: _____
Parent's Name: _____
Address: _____
Home Phone: _____ Work Phone: _____ Email: _____

Agency to receive records:

Name: _____ Position: _____
Street: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Purpose of Disclosure: _____

THE FOLLOWING RECORDS ARE AUTHORIZED FOR RELEASE:

<input type="checkbox"/> Regular Education Records	<input type="checkbox"/> Speech/Language Evaluation
<input type="checkbox"/> Court Orders, Decrees, Placement Agreements	<input type="checkbox"/> Medical/Health Records
<input type="checkbox"/> Discipline Records	<input type="checkbox"/> Report of Vision/Hearing Screening
<input type="checkbox"/> Psychiatric Reports	<input type="checkbox"/> Other Information (specify) _____

☐ YES ☐ NO I have been fully informed and understand the activity for which consent is sought. This information will be released upon receipt of my written consent.

☐ YES ☐ NO I understand that my consent is voluntary and may be revoked anytime.

☐ YES ☐ NO I approve ongoing verbal communication with the above designated agency/individual to facilitate acquisition of the above requested records.

(Signature) (Relationship to Student) (Date)

As witnessed by: _____
(Signature) (Date)

*If this form is not signed in the presence of an authorized school district official, a notarized signature is requested:

Sworn and subscribed to before me on this _____ day of _____, 20____.

Notary Public in and for _____ County, Texas

For students in special education: Your rights were explained to you when your child was initially referred for special education assessment. To request any special education records, please contact the Northwest ISD Special Education offices.

Original: Principal
Copy: Record Management Officer

APPROVED: 8/12/24

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EXHIBIT D

Request by Juvenile Service Provider for Student Information

This form may be used by law enforcement officials, such as SROs, probation officers, and juvenile prosecutors who are seeking student records for the purpose of serving a student in the juvenile justice system. This may include charging a juvenile with a crime, prosecuting a juvenile, or monitoring a juvenile who is under supervision or probation. This form may not be used to request student information in connection with criminal charges for children under 10 or older than 16.

1. Requestor Information (Juvenile Service Provider)

Name _____
Employer _____ Job Title _____
Email _____ Phone _____

2. Student Information Requested

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

3. Description of the Incident Causing Arrest or Referral to the Juvenile Justice System

Date _____ Time _____ a.m./p.m.
Location _____
Conduct/Offense _____
Victim(s) _____

4. Records Requested

____ Witness statements from the Incident
____ Surveillance video showing the Incident
____ Discipline records relating to the Incident
____ Enrollment Information (name, parent name, address, phone number, DOB, schedule)
____ Other: _____

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 completed form to the campus principal and allow 5 business days for processing.

For School Office Use Only

Date Received: _____ Is the student 10 - 16 years of age? _____ Is the student currently enrolled at NISD? _____

Note: Records may not be released under this form if the student is under 10 or over 16, not currently enrolled, or if the Requestor did not initial all 3 certifications. In most cases, a subpoena is required to release student information to law enforcement without prior written parental consent. Place a copy of this completed form in the student's cumulative file. Keep a copy of the records for 7 years from the date disclosed.

____ 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 ____/____/____

NISD Administrator Signature _____ **Date** _____

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Legal Background for Request by Juvenile Service Provider for Student Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting student information. Under FERPA, protected personally identifiable information may not be released to third parties, including law enforcement, without prior written consent from the student's parents (if the student is under 18) or the adult student (if the student is 18 or older). There are exceptions in FERPA that allow for protected student information to be released to third parties, under limited circumstances. See FL (LEGAL), *Disclosure Without Consent*.

What is the juvenile service provider exception?

FERPA allows protected student information to be disclosed to officials serving minors in the juvenile justice system when state law aligns with FERPA. Texas Education Code § 58.0051 applies here. Law enforcement officials who are serving a student in the juvenile justice system may use this form to request protected student information.

Texas Education Code § 58.0051 allows a school to disclose protected student information to a juvenile service provider if the student has been:

- (1) taken into custody under Section 52.01; or
- (2) referred to a juvenile court for allegedly engaging in delinquent conduct or conduct indicating a need for supervision.

A juvenile service provider receiving this information shall:

- (1) certify in writing that the juvenile service provider receiving the confidential information has agreed not to disclose it to a third party, other than another juvenile service provider; and
- (2) use the confidential information only to:
 - (A) verify the identity of a student involved in the juvenile justice system; and
 - (B) provide delinquency prevention or treatment services to the student. Tex. Educ. Code § 58.0051(e).

When a requestor places their initials on the Requestor's Certification, they are affirming to school officials that they will use the information only as this law allows.

The statute defines a "juvenile service provider" to mean "a governmental entity that provides juvenile justice or prevention, medical, educational, or other support services to a juvenile. The term includes:

- (A) a state or local juvenile justice agency as defined by Section 58.101;
- (B) health and human services agencies, as defined by Section 531.001, Government Code, and the Health and Human Services Commission;
- (C) the Department of Family and Protective Services;
- (D) the Department of Public Safety;
- (E) the Texas Education Agency;
- (F) an independent school district;
- (G) a juvenile justice alternative education program;
- (H) a charter school;
- (I) a local mental health authority or local intellectual and developmental disability authority;
- (J) a court with jurisdiction over juveniles;
- (K) a district attorney's office;
- (L) a county attorney's office; and
- (M) a children's advocacy center established under Section 264.402."

Tex. Educ. Code § 58.0051(a)(2).

What if law enforcement requests student information but this exception doesn't apply?

Contact the NISD General Counsel office, and the district's legal counsel will help you determine if any other legal exception to FERPA applies or if the officer will need to issue a subpoena for the information, on a case-by-case basis.