



# Haslett Public Schools

## Release/ Exchange of Information

\_\_\_\_\_ Wilkshire Early Childhood Ctr.  
5750 Academic Way  
Haslett, MI 48840  
517-339-8208  
517-339-4832 (fax)

\_\_\_\_\_ Ralya Elementary School  
5645 School Street  
Haslett, MI 48840  
517-339-8202  
517-339-7359 (fax)

\_\_\_\_\_ Murphy Elementary School  
1875 Lake Lansing Road  
Haslett, MI 48840  
517-339-8253  
517-339-4830 (fax)

\_\_\_\_\_ Haslett Middle School  
1535 Franklin Street  
Haslett, MI 48840  
517-339-8233  
517-339-4837 (fax)

\_\_\_\_\_ Haslett High School  
5450 Marsh Road  
Haslett, MI 48840  
517-339-8249  
517-339-6076 (fax)

I authorize \_\_\_\_\_  
Name of Entity

\_\_\_\_\_ Address City, State, Zip Phone

And **Haslett Public Schools** to release or exchange information contained in the records of:

Student's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Parents: \_\_\_\_\_ Phone: \_\_\_\_\_

Specific records to be released:

\_\_\_\_\_ **Report Card**      \_\_\_\_\_ **Verbal Exchange**      \_\_\_\_\_ **Medical History**      \_\_\_\_\_ **Other**  
\_\_\_\_\_ **Psychiatric Evaluation**      \_\_\_\_\_ **Behavioral Observations**      \_\_\_\_\_ **Attendance History**  
\_\_\_\_\_ **Discipline History**      \_\_\_\_\_ **Student's History**      \_\_\_\_\_ **Special Education Records**

Federal law requires written parent/guardian consent to release or obtain records through agencies or others outside of the school system. I understand I may withdraw the authorization at any time in writing. Without expressed revocation, this consent expires one year from date signed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The person to contact at the above named school is:

\_\_\_\_\_  
Name of Staff

\_\_\_\_\_  
Position

This information has been disclosed to you from records whose confidentiality is protected by Federal regulations which prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose. FURTHER DISCLOSURE OF THIS INFORMATION IS PROHIBITED UNLESS OTHERWISE PERMITTED BY FEDERAL AND STATE LAWS. (P.A. 258 of 1974, Section 748(3); P.A. 368 of 1978; 42 CFR Part 2; 45CFR Parts 160 and 164 (HIPAA); P.A. Act 488 of 1989)