

PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

300 East Gurley Street

Prescott, AZ 86301

Ph#: (928) 445-5400

REQUEST FOR RELEASE OF STUDENT RECORDS

Today's Date: _____

Student Name: _____ Date of Birth: _____

Person requesting records: ☐ Self ☐ Parent / Guardian / Other _____
(Print Name)

Signature of person requesting records: _____

Last PUSD school attended & year of attendance: _____

Year graduated or withdrew from PUSD: _____

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. / 1232g; 34 CFR Part 99) is a Federal law that Protects the privacy of student education records. FERPA gives parents certain rights with respect to their child's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. **(Please see the complete FERPA explanation below.)**

In accordance with FERPA, I hereby request a copy of the following records from Prescott Unified School District No. 1.

- ____ 1. Basic academic / attendance data
- ____ 2. Results of group tests (in accordance with the Arizona retention record schedule, standardized tests other than AIMS are only retained for 3 years)
- ____ 3. Immunization Records
- ____ 4. Other Records: Specify _____

**Special Education Records must be requested from Exceptional Student Services
300 E. Gurley St. Prescott, AZ 86301 Ph. 928-445-5400**

Parent / Guardian signature (if student is under age 18) _____

Student signature (required if student is an adult) _____

How would you like to receive your records: Faxed / Emailed / Mailed / Picked up at District Office (circle one)

FAX #: _____ EMAIL Address: _____

Mailing Address: _____

City State Zip Code

Phone #: _____

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Education Rights Act (FERPA) (20 U.S.C. / 1232g; 34 CFR 99) is a Federal Law that protects the privacy of student education records.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have been transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR / 99.31):

*School Officials with legitimate educational interest

*Other School to which student is transferring

*Specific Officials for audits or evaluations

*Appropriate parties in connection with the financial aid to a specific student

*Organizations conducting certain studies for or on behalf of the student.

*Accrediting Organization

*To comply with a judicial order or lawfully issued subpoena

*Appropriate officials in cases of health & safety emergencies and State and local authorities, within a juvenile justice system, pursuant to a State Law.