

CPS or Law Enforcement Request for Records

Use this form to document all requests for student directory information (listed below). **DO NOT** release anything beyond student directory information. Requests for any information outside directory information must be directed to Student Records (studentrecords@bsd405.org) and/or Special Education (specialrecords@bsd405.org).

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: _____

1. Confirm that student has not been excluded from Directory List in Synergy (BSD MISC tab in Student view)
2. Print faxed or emailed copy of request for directory information and statement regarding purpose of request - **attach to this form.**
3. Request copy of agency photo I.D. card or official badge - **attach to this form.**
4. Notify principal or designee of Investigator Request for Access to/Release of Records

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 or 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)

Date: 6.23, 6.25