



WASHOE COUNTY SCHOOL DISTRICT FERPA CONSENT TO RELEASE EDUCATIONAL RECORDS

I consent to the disclosure of the following educational records of my child.

Please Print:

Last Name	First Name	Middle Name	Date of Birth
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The following educational records may be disclosed. Please initial below in the boxes provided the records to be released.

☐	Academic	☐	Athletics/Activities	☐	Attendance
☐	Cumulative File	☐	Behavior	☐	ELL
☐	Health	☐	Psychological	☐	Special Education
☐	Other				

The educational records should be disclosed to the following:

Print Name	Address
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Print Name	Address
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Parent, Guardian, or Student (if 18 or older)

Date

Written consent of parents is usually required for the release of personally identifiable records or other information protected by the Family Education and Privacy Act to agencies or individuals. Agencies or individuals may not share information with any other party without the written FERPA consent of the parents unless entitled to do so under FERPA 99.33.

You may revoke this authorization at any time. Unless revoked earlier, this consent will remain in effect for one year from the date of signing the release form.

Note: The party receiving the educational records is hereby notified of the following:

- (1) The educational records are to be used only for the described purpose;
- (2) The educational records may not be re-disclosed without the written consent of the parent, guardian, or eligible student.
- (3) The records must be requested through the districts records request system, ScribOrder. Here is the link: [Washoe County School District Transcripts and Records Requests by Scribbles Software](#) . The signed FERPA consent form must be attached to the ScribOrder as proof of consent by the student's pare/guardian.