School District of Onalaska

237 2nd Avenue South, Onalaska WI 54650

608.781.9700 www.onalaskaschools.com

PURPOSE: As a parent, guardian or student, you have the right to give permission or not give permission for the release of your child's records with other persons or agencies. This request provides you with the opportunity to approve or not approve such a request unless release of records is allowed under one of the exceptions under the rules implementing the Family Education Rights and Privacy Act, FERPA, (for example, transfer of records from one school district to another).

AUTHORIZATION FOR RELEASE OF RECORDS

Student name: _____ Date: _____

Student DOB: _____ School District: _____

I hereby authorize the release of records:

From: _____ To: School District of Onalaska

(Name of agency/person) *(Name of agency/person)*

_____ 237 2nd Ave S

Street Address *Street Address*

_____ Onalaska, WI 54636

City, State, Zip *City, State, Zip*

Describe the records to be disclosed:

Attendance
Transcripts
Verbal communication with current school staff

The reason for disclosing the record(s) is:

Alternative open enrollment application into nonresident school district.

I understand that this information obtained will be treated in a confidential manner by the school district under the provisions of the Family Education Rights and Privacy Act (FERPA). FERPA prohibits disclosure of personally identifiable information without consent except in limited circumstances. Please note that if the request is for health or medical information, the medical information received by the district is protected under FERPA privacy standards and not the Health Insurance Portability and Accountability Act (HIPAA).

This authorization is valid for 20 days from submission.

I understand that my consent for the release of records is voluntary and I can withdraw my consent at any time in writing. Should I withdraw my consent, it does not apply to information that has already been provided under the prior consent for release.

_____ _____

Parent/guardian/adult student Signature *Date*