

HASLETT PUBLIC SCHOOLS

RELEASE / EXCHANGE OF INFORMATION

STUDENT RECORDS CONSENT FORM



Check the applicable building:

☐ **Wilshire Early Childhood Ctr.**

5750 Academic Way
Haslett, MI 48840
517-339-8208
517-339-4832 (fax)

☐ **Haslett Middle School**

1535 Franklin Street
Haslett, MI 48840
517-339-8233
517-339-4837 (fax)

☐ **Ralya Elementary School**

5645 School Street
Haslett, MI 48840
517-339-8202
517-339-7359 (fax)

☐ **Haslett High School**

5450 Marsh Road
Haslett, MI 48840
517-339-8249
517-339-6076 (fax)

☐ **Murphy Elementary School**

1875 Lake Lansing Road
Haslett, MI 48840
517-339-8253
517-339-4830 (fax)

AUTHORIZATION

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: _____

Parent / Guardian Name: _____

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 the date signed.

Parent/Guardian Signature

Date

SCHOOL CONTACT

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; 45 CFR Parts 160 and 164 (HIPAA); P.A. Act 488 of 1989)