

North Central Special Education Cooperative
1200 S Jay Street
Aberdeen, SD 57401
ncsec@northern.edu



Release of Student Records for:

Student Name: _____ Grade: _____

Records currently located at:

School: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email Address: _____

Please include a copy of the birth certificate, immunization records, transcripts of grades or report cards, standardized test results, IEP records, psychological reports, physical forms, and any other information that would be helpful to us in working with this student.

Parent or Guardian Signature: _____

Date of Request: _____

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is not necessary for parents to sign a release when records are being passed from public school to public school. 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 schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.