SAMPLE CONSENT FORM:
(Please see the guidelines found in the Planning and Enrollment Manual before faxing records.)

(Faxing Student Education Records)

PARENTAL CONSENT FORM

When our school receives a valid written request to forward a student’s education records, we mail the records to the requesting school. Mailing a student’s education record is the preferred method of transfer. However, if circumstances warrant expediting the transfer of these records, we can fax the records with prior written parental consent.

If you find it necessary for us to fax your student’s education records to a receiving school, please complete and sign this form.

My signature below authorizes school officials at ____________________________ (school to fax) my student’s educational records to a requesting school, if necessary.

_____________________________________    __________________________________   __________
Student’s name             Custodial Parent/Legal Guardian Signature      Date