## **Canyons School District**

## Department of Planning and Enrollment

<b>SAMPLE CONSENT FORM:</b> (Please see the guidelines found in the Planning and Enrollment Manual before faxing records.)
(School Letterhead)
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