

FERPA WAIVER FOR ELECTRONIC TRANSMISSION OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (“FERPA”) is a Federal law that protects the privacy of student education records. In accordance with FERPA, Plano ISD withholds certain educational records unless the student’s parent (*or student, if 18 years old*) provides written consent to disclose such information. The purpose of this form is to provide the FERPA-required consent to Plano ISD campuses to release the student’s transcript and/or requested educational records by mail, or electronically (*via fax or email*) to the entity listed below. The parent must provide the name of the entity, mailing address, fax number, or email address below.

This consent will allow Plano ISD to disclose educational records on behalf of students who are transferring (*or have transferred*) to a private school, or to an out-of-state or international school and the new school requires submission of the student’s educational records electronically.

I, the undersigned, hereby authorize Plano ISD to release the following documents and information: *[please check all that apply]*

- Educational records (including report cards, testing results, attendance, discipline, registration documentation, etc.)
- Official transcript only (for high school students only)

The documents check-marked above may be sent to the following requesting entity and by the method check-marked:

Name of new school: _____
 Mailing Address: _____

 Email Address: _____
 Fax Number: _____

This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law.

Signature of Student

Student’s Name (please print)

Campus

Student ID#

Signature of Parent or Guardian

Parent’s Name (please print)