



Family Educational Rights and Privacy Act (FERPA) Information Disclosure Consent

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and requires the consent of the parent/guardian/student 18 or older prior to the release of personally identifiable student information.

However, PWCS may disclose to those parties designated in Regulation [790-3](#), “Release of Directory Information”, without parental consent, certain “directory” information, such as a student’s name, date and place of birth, honors and awards, and dates of attendance, unless the parent/guardian/student 18 or older has “opted out” of such release under the procedures set forth in the regulation.

PWCS must have written permission from the parent/guardian/student 18 or older in order to release non-directory information (such as academic information) from a student’s educational record to third parties, subject to one or more FERPA exceptions which allow PWCS to disclose records without consent to certain parties under certain conditions. Please visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for additional information.

Name of Student _____

Date of Birth _____

The student records to be disclosed may include the following categories:

Scholastic Records

Test Scores

Special Education

Athletics

Health Records

Vital Statistics (age, DOB, parents, etc.)

Other (Specify) _____

By signing this document, I am granting or revoking consent that PWCS staff may discuss, share, and release the contents of my student’s educational record with the following parties. I understand that I may revoke consent at any time by submitting a revised form. Additional individuals can be identified by submitting additional forms.

<u>Name</u>	<u>Phone</u>	<u>Email</u>	<u>Grant/Revoke Consent</u>	
			Grant	Revoke
			Grant	Revoke
			Grant	Revoke
			Grant	Revoke

Colleges/Universities (which the student seeks or intends to enroll)

Name of Eligible Student, Parent/Guardian _____

Signature of Eligible Student, Parent/Guardian _____

Date _____

Student educational records are forwarded to the PWCS Records Center after withdrawal or graduation, for a retention period of five years. After five years, the records are purged and only long-term documents are maintained, per the requirements of [General Schedule 21](#) of the Library of Virginia. You may request the original student educational record prior to June 1 of the processing year by contacting the Records Center.