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, address, telephone number, 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.

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.

_____ _____

Name of Student Date of Birth

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

☐ Scholastic Records ☐ Test Scores ☐ Special Education ☐ Athletic

☐ Health Records ☐ Vital Statistics (age, DOB, parents, etc) ☐ Other (Specify): _____

Name	Phone	Email	Grant/Revoke Consent
			☐ 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 (5) years. After five (5) 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.