

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_ Other \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last School Attended \_\_\_\_\_ Last Year Attended \_\_\_\_\_

1. I hereby authorize District 196 to release a copy of my District 196 records. I understand this authorization takes effect on the day I sign and it expires one year from the date of my signature.
2. By completing and signing this form, you are consenting to and requesting the release of data (i) to yourself and/or; (ii) the person or organization that you designate below.
3. The data you are requesting released is classified as private educational data and you may refuse to consent to the release of the data to other persons or organizations. If you choose to authorize the release of data to another person or organization, that person or organization will receive private data to which they would not otherwise have access without your consent.
4. By signing this form, you agree not to hold District 196 responsible for any subsequent disclosure(s) or release(s) of this data which may occur due to your request herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of Request \_\_\_\_\_

**Categories of information to be released:**

Transcripts  Immunizations  Standardized Test Scores (ACT, SAT, SAT II- if available)  Other \_\_\_\_\_

Release to self

Release to designee \_\_\_\_\_

(In-person pick-up only) Name \_\_\_\_\_ Designee's Signature \_\_\_\_\_ Designee's Title/Relationship \_\_\_\_\_

**Official**

Mail to:

**Unofficial**

Mail to:

\*Fax to:

\*Email to:

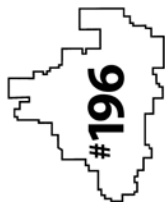
\*Persons who would like to receive unofficial data through fax or email must first provide a copy of a valid government ID evidencing that they are the subject of the data.

**STUDENT RECORD RELEASE FORM**

INDEPENDENT SCHOOL DISTRICT 196

Rosemount-Apple Valley-Eagan Public Schools

3455 153rd Street West • Rosemount, MN 55068-4946



See Attached **For Office Use Only** Date Processed \_\_\_\_\_ Staff \_\_\_\_\_ Document ID \_\_\_\_\_