United Way Building, 1709 Benjamin Franklin Parkway



Second Floor, Philadelphia, PA 19103

[**www.pubintlaw.org**](http://www.pubintlaw.org/)

PublicInterestLawCenter



@PubIntLawCtr

**Authorization to Release Confidential Education Records and Information**

**Pursuant to Family Educational Rights and Privacy Act (FERPA)[[1]](#footnote-1)**

I, (Parent) hereby authorize **Mary Howard** of the **Public Interest Law Center** to receive and disclose to other attorneys for purposes of advocacy and potential representation any and all education records and/or records relating to my children’s schooling and disability from **any and all prior schools or other educational placements. I understand and agree that the Public Interest Law Center may share these records with** its employees, agents, and outside legal counsel as the Public Interest Law Center may determine. I permit disclosure regarding my child’s records who is identified below:

Name of Student:

Date of Birth:

Current Address:

Current School/Placement:

“Records” means **all** education records and other information created, collected, or maintained by the agencies or educational placements noted above, including but not limited to:

* Attendance records including any truancy notices;
* Disciplinary records, including incident reports, notices, manifestation determination review findings, functional behavioral assessments, and behavior plans;
* Any psychological, psychiatric, educational, or medical evaluations;
* All special education and early intervention records, including Evaluation and Re-evaluation Reports, Permission to Evaluate-Consent Forms, Individualized Education Programs (IEP) or Individualized Family Service Plans (IFSP), progress reports, manifestation determinations (MDR), functional behavioral assessments (FBA), positive behavior support plans (PBSP or BIP), and Notices of Recommended Educational Placement (NOREP), and other notices;
* All Section 504 Accommodation Plans or Chapter 15 Service Agreements;
* Grade reports and progress reports, including any curriculum based assessment and group and individual achievement and ability tests;
* Notes, e-mails, memorandum, and logs maintained by teachers, school psychologists, therapist, counselors, administrators, classroom aides, or any other school system staff in paper, electronic (on computer drive or storage media), or other forms relating to my child; and
* All correspondence (including e-mails), notes, and memorandum relating to my child.

**Any copies of documents requested should be sent to Mary Howard, Public Interest Law Center, 1709 Benjamin Franklin Parkway, 2d Floor, Philadelphia, PA 19103**. You can reach the Public Interest Law Center at (215) 627-7100 or by e-mail to mhoward@pubintlaw.org

I consent to this Release of records and information.

Signature(s) of Parent(s)/Guardian Date

1. 20 U.S.C. § 1232 [↑](#footnote-ref-1)