

CONSENT TO PROVIDE COPY OF EDUCATION RECORDS TO A THIRD PARTY

Date: _____, 20 _____

Ms. Virgen Carey
Student Records Manager
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Carey :

The purpose of this letter is to authorize _____ to receive copies of the education records identified below, for (name of student) _____, who is (please circle one) my son / my daughter / myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I consent to have copies of the following education records provided:

- 1) _____
- 2) _____
- 3) _____

I am making this request because of the reason(s) indicated below with an X:

- The student's records are being transferred to another school.
- District failure to provide copies will effectively deny my right to inspect the records (for example, if the parent lives far away and cannot come in to review/inspect them).

I understand that, unless one of these reasons is marked, district policy states that copies of records shall not be provided. I also understand that the designated third party will reimburse the district a fee of 25 cents per page (or actual cost of reproduction), and postage, if any.

The authorized third party can be reached at telephone # _____. I can be reached at my home telephone # _____, or at my cellular phone # _____. Thank you for your attention to this request.

Sincerely,

Notarized Signature of Parent/Guardian/Eligible Student

FORM 8330-5

THIRD PARTY AGREEMENT
TO MAINTAIN CONFIDENTIALITY OF EDUCATION RECORDS

Date: _____, 20 _____

Ms. Virgen Carey
Student Records Manager
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Carey:

I hereby agree that I will not further release the information contained within the education records and/or copies of the education records identified below, for (name of student) _____, which I have reviewed and/or received from the district with parental/student consent, unless the parent/guardian or eligible student consent to such further release.

I understand that the release of education records without the consent of the parent/guardian or eligible student is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.

Sincerely,

Authorized Third Party

This form must be completed and signed along with FORM 8330-4
(see reverse side)