

(Letter to Parents)

Dear Parents:

Local, state and national policy requires that parents grant permission before pupils' records can be released to other schools, colleges or individuals. This policy also gives the parent the right to review the pupil's record with the principal and then determine how much, if any of the record is to be released.

Please complete the attached form, "Permission to Release Pupil Records", and return it to the Superintendent of Schools, Maquoketa Valley Schools, Delhi, Iowa. It will then be given to the appropriate principal who will see that the matter is taken care of.

If by some chance you don't want any part of the record mailed, please indicate this on the line allowed for exceptions.

PERMISSION TO RELEASE PUPIL RECORDS

The Maquoketa Valley Community Schools of Delhi, Iowa are authorized to release the schools records of (List pupil's name) _____

to _____
(Name and address of school or other agency)

with the following exceptions: (if no exceptions, write NONE) _____

Parent/Guardian Signature

Date

FOR SCHOOL USE ONLY

The above request was honored on the following date: _____

Authorized Signature & Title

LEGAL REFERENCE: 20 U.S.C. § 1232 g, 1415 (1988). 34 C.F.R. Pt. 99, 300.560 - .574 (1990)
Iowa Code §§ 22; 622.10 (1991). 281 I.A.C. 12.3(6), 41.20
1980 Op. Att'y. Gen. 720, 825
CROSS REFERENCE: Board Policy 505.011
DATE OF ADOPTION: March 12, 1980
DATE OF REVIEW: October 17, 2005
DATE OF REVISION: December 9, 1992; October 14, 1998

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223