

Reynolds School District

Release and/or Exchange of Information

Office Use Only
Enrollment Date: ____/____/____

As the parent/guardian of:

Student's Name _____ Birth Date: _____ Grade: _____

Address/City/State/Zip _____ Phone: _____

I authorize the release and/or exchange of confidential information between:

Reynolds School District		And School/Agency Transferring From	
<input type="checkbox"/> District Admin Office <input type="checkbox"/> Reynolds Outside Placement 1204 N.E. 201st Avenue Fairview, OR 97024 (503) 661-7200 Fax: (503) 667-6932	<input type="checkbox"/> Salish Ponds Elementary 1210 N.E. 201st Avenue Fairview, OR 97204 (503) 492-7260 Fax: (503) 491-3469	School/Agency: _____ Address: _____ _____ City/Zip: _____ Telephone: _____ Fax: _____ Contact: _____	
<input type="checkbox"/> Alder Elementary 17200 S.E. Alder Street Portland, OR 97233 (503) 491-2722 Fax: (503) 491-2725	<input type="checkbox"/> M. Scott Elementary 14700 N.E. Sacramento St. Portland, OR 97230 (503) 491-2721 Fax: (503) 491-2729		
<input type="checkbox"/> Davis Elementary 19501 N.E. Davis Street Portland, OR 97230 (503) 665-9193 Fax: (503) 667-6187	<input type="checkbox"/> Sweetbriar Elementary 501 S.E. Sweetbriar Lane Troutdale, OR 97060 (503) 666-9441 Fax: (503) 491-2730	<input type="checkbox"/> H.B. Lee Middle School 1121 N.E. 172nd Avenue Portland, OR 97230 (503) 491-2723 Fax: (503) 328-0439	
<input type="checkbox"/> Fairview Elementary 225 Main Street Fairview, OR 97024 (503) 667-2954 Fax: (503) 491-2726	<input type="checkbox"/> Troutdale Elementary 648 S.E. Harlow Avenue Troutdale, OR 97060 (503) 665-4182 Fax: (503) 491-2731	<input type="checkbox"/> Reynolds Middle School 1200 N.E. 201st Avenue Fairview, OR 97024 (503) 665-8166 Fax: (503) 491-2735	<input type="checkbox"/> Reynolds High School 1698 S.W. Cherry Park Road Troutdale, OR 97060 (503) 667-3186 Fax: (503) 667-3096
<input type="checkbox"/> Glenfair Elementary 15300 N.E. Glisan Street Portland, OR 97230 (503) 491-2720 Fax: (503) 491-2727	<input type="checkbox"/> Wilkes Elementary 17020 N.E. Wilkes Road Portland, OR 97230 (503) 491-2724 Fax: (503) 491-2732	<input type="checkbox"/> Walt Morey Middle School 2801 S.W. Lucas Avenue Troutdale, OR 97060 (503) 491-1935 Fax: (503) 491-0245	<input type="checkbox"/> Reynolds Learning Academy (West) 20234 N.E. Halsey Street Fairview, OR 97024 (503) 667-4673 Fax: (503) 491-2734
<input type="checkbox"/> Hartley Elementary 701 N.E. 185th Place Portland, OR 97230 (503) 665-0134 Fax: (503) 491-2728	<input type="checkbox"/> Woodland Elementary 21607 N.E. Glisan Street Fairview, OR 97024 (503) 674-8188 Fax: (503) 491-2733		

☐ Please Fax Immunizations and IEP (if applicable) as soon as possible.

I hereby authorize and request that all records, including psychological tests, special education records, personality evaluations, records of conversation and any written transcript of incidents relating specifically to achievement or measurement of ability and records of health, pertaining to the above named student be transmitted to Reynolds School District. It is understood that this information will be used to develop the most suitable education program for my student. It is further understood that the records will be maintained and used in accordance with the laws of the State of Oregon and the Federal Family Education Rights and Privacy Act of 1974. I understand my right to review the records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates the student's right to privacy.

An explanation of parent rights regarding student records is on the reverse side.

Parent/Guardian (age 18+) _____ Date _____

Parent Rights

- A. Right to Inspect and Review Student Records.** The school district must allow a parent to inspect all student records regarding the student. The parent has the right to obtain copies of the records; the district may charge a fee for copies provided the fee does not effectively prevent the parent from exercising the right to inspect and review records. The parent also has the right to a response from the district when making a reasonable request for interpretation of the records. ORS 336.195 requires that Behavior Records be released to the parent only in the presence of someone who is qualified to interpret the records. Access must be granted with unnecessary delay and in no case more 45 days after the request has been made. Access must be granted prior to any IEP meeting or hearing relating to the identification, evaluation or placement of the child. The parent of a handicapped student also has the right to have a representative inspect and review the records.
- B. Right to a list of Types and Locations of Information.** On request, the district must provide the parent of a handicapped student with a list of the types and locations of education records collected, maintained or used by the district.
- C. Right to Request the Amendment of Student Records.** The parent may request that an amendment be made in the student's educational records if there is reasonable cause to believe that the records are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. If the district refuses, it must notify the parent within a reasonable length of time, not to exceed 30 days, and advise the parent of the parent's right to a hearing.
- D. Right to Request a Hearing to Challenge Information in the Student's Records.** The parent has the right to request a hearing to challenge information in the student's records. The hearing is conducted in accordance with 45 CRF Part 99.22.

Should the district decide that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district amends the records accordingly and informs the parent in writing. Should the district decide that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district informs the parent of the right to place a statement in the records regarding information in the records or setting forth reasons for disagreeing with the decision of the district. Any such explanation is maintained as part of the record as long as the district discloses the record or contested portion, then the explanation is also disclosed.

- E. Right to Annual Notification of Rights.** Each year, the district must notify the parent of rights guaranteed by the Buckley Amendment, where copies of the district's policy on student records may be obtained, and the right to file a complaint with the U.S. Office of Education should the parent believe that requirements on records are not being observed. When the parent's language is other than English, the district must notify the parent in a manner that the parent can understand.
- F. Right to Refuse Consent for the Use of Personally Identifiable Information.** The parent of a handicapped student has the right to refuse consent for the disclosure of personally identifiable information to anyone other than school officials or individuals acting in an official capacity for the district.
- G. Right to Request the Destruction of Student Records.** The parent of a handicapped student has the right to request the destruction of personally identifiable information when it is determined that such information is no longer needed to provide education services to the student. However, the permanent record must be retained indefinitely. **Note: Check with the State Archivist to determine the latest schedule for the retention and destruction of nonpermanent student records.**