



General Education: Authorization for Release of Records

This is an official request for a student's educational records. The information contained in this request should be considered private. PLEASE NOTE: In accordance with the Family Educational Rights and Privacy Act of 1974 and California State Law, Blue Ridge Academy will release to the school named below the student's records requested via this form.

1. I am a:

- School/Agency Requesting Records
- Parent Requesting Copies of Records

2. Requestor's Name:

3. Requestor's Phone number:

4. Reason for Request:

5. Student's First and Last Name:

6. Student's Date of Birth:

7. Student's Grade Level:

8. Student's First Date of Enrollment at your School:

9. Please Release and mail the following records:

- Latest Report Card
- State Testing
- Enrollment Documents
- Special Education Record
- CELDT/ELPAC Scores
- Immunization Waiver
- Entire Cumulative Record



10. Are any records needed urgently?

- Yes
- No

11. What Items are needed urgently?

- Latest Report Card
- State Testing
- CELDT Scores
- Immunization Waiver
- Special Education Records

12. Please Fax or email urgent records to:

13. How would you like to receive the records:

- Emailed only
- Mailed Only

14. Please email documents to:

Educational Institute Authorization

I hereby certify and verify that the named student is requesting enrollment in our school and that my signature below authorizes The Blue Ridge Academy to forward the records for educational use only. I understand that the recipient of the record(s) will use said documents(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without the expressed written consent of the current/former student except under authority of Public Law 93-380, Educational Rights and Privacy Act. I certify this information as complete and accurate. I declare under penalty of perjury that the foregoing is true and correct.

Position/Job Title: _____ Requestor's Signature: _____