



Student Records Release

Question:

We recently received a request for records regarding a former student who is now 20 years old. The requestor faxed a release of information that was signed by the former student. Are we required to send a letter to the former student notifying him of the request?

Answer:

If you receive a signed release from a now adult student, yes, you can release the documents. Likewise, if you receive a signed release from a parent of a minor student, you may release the documents. There is no need at that stage to notify the student or family of the request as they permitted the request by signing the release.

contact us with your question:



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