



Authorization for Release of Information

Date: _____ School: _____ Grade: _____

Student Name: _____

Date of Birth: _____ Student ID: _____

I, _____ give my informed consent for Columbia Public School District:
(Parent/Legal Guardian Name)

☐ to release the specific information identified below **to**:

☐ to obtain specific information identified below **from**:

Name of individual or entity: _____

Phone: _____ Fax: _____

Address: _____

I understand the information to be released and/or obtained by CPS will include the following:

☐ Academic Records

☐ Psychiatric Reports

☐ Attendance

☐ Psychological Reports

☐ Discipline

☐ Special Educ. Records

☐ Health Records

☐ Other: (specify)

☐ Medical Reports

For the purpose of:

I understand this authorization:

- Can be stopped at any time by sending a written request to Columbia Public Schools.
- Takes effect the day I sign it and is valid for one year

I further understand:

- That any records received by the school district from another agency may not be protected by the Health Insurance Portability and Accountability Act (HIPAA), but will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- Provision of this authorization is voluntary.
- A copy of this release form is as valid as an original.

Signature: _____ Date: _____
Parent, Guardian, or Student mm/dd/yyyy

☐ I do not consent to release my student's information.

School Official Name & Title: _____ Phone: _____

School Address: _____ Fax: _____

Family Educational Rights and Privacy Act (FERPA)

34 CFR Part 99

§ 99.30 Under what conditions is prior consent required to disclose information?

- a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in § 99.31.
- b) The written consent must:
 - 1. Specify the records that may be disclosed;
 - 2. State the purpose of the disclosure; and
 - 3. Identify the party or class of parties to whom the disclosure may be made.
- c) When a disclosure is made under paragraph (a) of this section:
 - 1. If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and
 - 2. If the parent of a student who is not an eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

Health Insurance Portability and Accountability Act (HIPAA)

45 CFR Part 164

§164.508 uses and discloses for which an authorization is required.

- (c) Implementation specifications: Core elements and requirements--
 - (1) Core elements. A valid authorization under this section must contain at least the following elements:
 - (i) A description of the information to be used or disclosed that identifies the information in a specific and meaningful fashion.
 - (ii) The name or other specific identification of the person(s), or class of persons, authorized to make the requested use or disclosure.
 - (iii) The name or other specific identification of the person(s), or class of persons, to whom the covered entity may make the requested use or disclosure.
 - (iv) A description of each purpose of the requested use or disclosure. The statement "at the request of the individual" is a sufficient description of the purpose when an individual initiates the authorization and does not, or elects not to, provide a statement of the purpose.
 - (v) An expiration date or an expiration event that relates to the individual or the purpose of the use or disclosure. The statement "end of the research study," "none," or similar language is sufficient if the authorization is for a use or disclosure of protected health information for research, including for the creation and maintenance of a research database or research repository.
 - (vi) Signature of the individual and date. If the authorization is signed by a personal representative of the individual, a description of such representative's authority to act for the individual must also be provided.
 - (2) Required statements. In addition to the core elements, the authorization must contain statements adequate to place the individual on notice of all of the following:
 - (i) The individual's right to revoke the authorization in writing, and either:
 - (A) The exceptions to the right to revoke and a description of how the individual may revoke the authorization; or
 - (B) To the extent that the information in paragraph (c)(2)(i)(A) of this section is included in the notice required by Sec. 164.520, a reference to the covered entity's notice.
 - (ii) The ability or inability to condition treatment, payment, enrollment or eligibility for benefits on the authorization, by stating either:
 - (A) The covered entity may not condition treatment, payment, enrollment or eligibility for benefits on whether the individual signs the authorization when the prohibition on conditioning of authorizations in paragraph (b)(4) of this section applies; or
 - (B) The consequences to the individual of a refusal to sign the authorization when, in accordance with paragraph (b)(4) of this section, the covered entity can condition treatment, enrollment in the health plan, or eligibility for benefits on failure to obtain such authorization.
 - (iii) The potential for information disclosed pursuant to the authorization to be subject to redisclosure by the recipient and no longer be protected by this subpart.
 - (3) Plain language requirement. The authorization must be written in plain language.
 - (4) Copy to the individual. If a covered entity seeks an authorization from an individual for a use or disclosure of protected health information, the covered entity must provide the individual with a copy of the signed authorization.