



# WEST SENECA CENTRAL SCHOOL DISTRICT

Administrative Offices • 675 Potters Road • West Seneca, New York 14224-2683

## CONSENT TO RELEASE RECORDS TO A THIRD PARTY

Rev. 51-6/09

To previous school/other (medical/agency/community contact):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, authorize release of  
(Student's Parent/Guardian)

and/or access to records of: \_\_\_\_\_ DOB: \_\_\_\_\_  
Student's Name

Recommended School: \_\_\_\_\_

Records to be released to/seen by (new school or participating agency):

West Seneca Central School District  
Special Education/Pupil Services Department  
675 Potters Road  
West Seneca, NY 14224  
Phone: 716-677-3170  
Fax: 716-677-3159

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Building Phone: \_\_\_\_\_  
Building Fax: \_\_\_\_\_

Records Involved (check all that apply):

- Academic     Attendance     Psychological/Social Work     Other: \_\_\_\_\_
- Health     Standardized Test(s)     Medical/Hospital     Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The party receiving/reviewing the student record is NOT authorized to transfer this information to a third party without further consent.*

Parents, students age 18 or older, or students attending a post-high school education institution, are advised they have the right to be notified of the student's transfer of records to another school; that they may receive a copy of the student's record if desired, and have an opportunity for a hearing to challenge the content of the record prior to its being sent.

### VERIFICATION OF ACCESS OR RELEASE

The records indicated on this form were:

- Released     Shown

To: \_\_\_\_\_ on \_\_\_\_\_  
Recipient Date

*Consent with original authorized signature is required in addition to any facsimile communication.*

\_\_\_\_\_  
Office Representative

**Parental approval is not required when authorized school personnel request records.  
(FAMILY EDUCATION RIGHTS AND PRIVACY ACTS, FEDERAL REGISTER, VOL. 41, No. 118, AND PAGE 24673)**