

Re:

Dear \_\_\_\_\_:

The referenced child is enrolled [or seeks to enroll] in the \_\_\_\_\_ Public Schools. Pursuant to Title 10A, Section 1-6-102 of the Oklahoma Statutes, the District requests that your office release all information in its possession concerning the child to the District.

The relevant sections of Section 1-6-102 of Title 10A of the Oklahoma Statutes state:

A. Except as provided by this section and except as otherwise specifically provided by state and federal laws, the following records are confidential and shall not be open to the general public or inspected or their contents disclosed:

1. Juvenile court records;
2. Agency records;
3. District attorney's records;
4. Law enforcement records;
5. Nondirectory education records; and
6. Social records.

. . .

H. Nothing in Section 620.6 of Title 10 of the Oklahoma Statutes and this chapter shall be construed as:

. . .

9. Prohibiting the disclosure of confidential information **to any educational institution, facility, or educator to the extent necessary to enable the educator to better provide educational services and activities for a child and provide for the safety of students.**

*Okla. Stat.* tit. 10A, § 1-6-102 (emphasis added).

. . .

District personnel understand that this child may have engaged in conduct as a juvenile that is relevant to his educational program, services, and placement in the District and to the safety of District students. As I'm sure you can understand, the District is concerned about this situation and wants to make sure it makes appropriate educational decisions for the child.

The District requests all records that fall into the above statutory categories in the possession of your office. This is a matter of great urgency for the District. For that reason, I request that your office provide copies of all documentation as soon as possible. If there is a charge for the copies of these items, please ask the records clerk to contact me, and I will promptly forward payment.

Please contact me if you have questions or concerns about this letter.

Sincerely,

cc: