



## Request for Nondirectory Educational Records



I understand these records are protected under federal and state confidentiality regulations and cannot be released without written consent unless otherwise provided for in federal or state regulations. In the course of my official duties, I am requesting the release of these educational records under the authority of Section 1-6-103 of Title 10A of the Oklahoma Statutes.

### Child's Information

Child's name:  Date of birth:

School name  Grade

### Requester's Information

Name  Job title:

Work address:  Phone :

### Educational Records Requested

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Attendance records              | <input type="checkbox"/> Class schedule            | <input type="checkbox"/> Discipline records      |
| <input type="checkbox"/> English language learner status | <input type="checkbox"/> Grades                    | <input type="checkbox"/> Parent/guardian contact |
| <input type="checkbox"/> School lunch participation      | <input type="checkbox"/> Special education records | <input type="checkbox"/> SoonerStart records     |
| <input type="checkbox"/> Additional information:         |  |  |

### Reason for Release

- ☐ Child in DHS custody    ☐ Investigation of child abuse    ☐ Investigation of child neglect  
☐ Other:

### Acknowledgment and Signature

- I am authorized to obtain the requested records and the records are requested solely for the aforementioned purpose. I agree not to release, share, or disclose these records to any person not authorized under federal or state law. Any redisclosure, except as provided by Section 99.31 of Title 34 of the Code of Federal Regulations, requires consent of the parents, guardians, or eligible students.
- I have attached a copy of my badge verifying my current DHS employment.

Signature

Date