

STUDENT RECORDS AND ACCESS

FIRST-PARTY REQUEST

Date _____

I, _____ (am over 18) (am attending an institution of higher learning) (am the parent(s) or legal guardian(s) of) _____ and request access to the school records of

The specific records I should like to inspect are: (please indicate specific areas, ie: student folder, athletic, scholastic, reading scores, test results, attendance, etc.) _____

Signature: _____

**GOFFSTOWN SCHOOL DISTRICT
FIRST-PARTY CONSENT**

I, _____, consent to the inspection of the school records of _____ by _____

or consent that the following information be mailed to them. I am the student involved and am over 18 or their parent(s) or legal guardian(s). The records may be personally inspected or may be mailed to them as they request. This consent pertains to all records usually furnished in the best judgement of the School District authorities or limited as stated in the school policy on student records.

Signature: _____

Proposed: 05/18/2023
Adopted: 06/19/2023

STUDENT RECORDS AND ACCESS

Date _____

**FIRST-PARTY AUTHORIZATION FOR
STUDENT RECORDS RELEASE TO A THIRD-PARTY SERVICE**

I, _____ (am over 18) (am the parent(s) or legal guardian(s) of) _____ and authorize the release of school records of

The specific records I authorize the release of are: (please indicate specific areas, ie: transcript, report cards, etc.)

Signature: _____

Third party agency: _____

Agency Address: _____

Note: The third party will need to submit a records request for the student

Proposed: 05/18/2023

Adopted: 06/19/2023

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THIRD-PARTY REQUESTS

I, (We), request the following information from the school records of: _____

My authority for making this request is: _____

I am authorized by law to have access to said records or I attach the consent of the student and/or their parent(s) or legal guardian(s).

I agree not to release said information to any other person or party except as said release may be authorized by law.

Signature and Title: _____

Name of Agency: _____

Address: _____

Proposed: 05/18/2023

Adopted: 06/19/2023