

Murfreesboro City Schools  
2252 South Church Street, Murfreesboro TN 37127  
**Phone** (615) 893-2313 **Fax** (615) 893-2352  
cityschools.net



## Education Records Request Form

The Family Educational Rights and Privacy Act (FERPA) provides certain rights concerning access to, and the privacy of, a student's education records. Parents/guardians may use this form to request specific education record information for their child. For more information regarding FERPA, please see [Board Policy 6.600](#).

### Student Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School attending: \_\_\_\_\_

### Requestor Information

Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to Student:  Parent  Legal Guardian  Other: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Method of Delivery:  Mail  E-mail  Pick-Up

### Education Records for Release

All student education records maintained by Murfreesboro City Schools

Limited education records (check all that apply):

Academic Records

Student Enrollment Records

Attendance Records

Special Education Records

Discipline Records

Student Account Records

Other: \_\_\_\_\_

By signing below, you affirm that you are the individual named on this form and you are entitled to the education record information requested. Murfreesboro City Schools will provide the records requested in a timely manner in the method of delivery selected above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

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## Education Records Disclosure Form

The Family Educational Rights and Privacy Act (FERPA) provides certain rights concerning access to, and the privacy of, a student's education records. Unless an allowable exception applies, a student's education record cannot be disclosed to a third party, without the student's written consent. While this form authorizes MCS to release education records to third parties, it does not obligate MCS to do so. MCS reserves the right to review and respond to requests for the release of education records on a case-by-case basis. For more information regarding FERPA, please see [Board Policy 6.600](#).

### Student Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School attending: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent E-mail: \_\_\_\_\_

### Information for Individual/Entity to Receive Records

Individual/Entity Name: \_\_\_\_\_

Individual/Entity Address: \_\_\_\_\_

3<sup>rd</sup> Party Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Purpose for Disclosure: \_\_\_\_\_

### Education Records for Release

- All student education records maintained by Murfreesboro City Schools
- Limited education records (check all that apply):
  - Academic Records
  - Attendance Records
  - Discipline Records
  - Other: \_\_\_\_\_
  - Student Enrollment Records
  - Special Education Records
  - Student Account Records

By signing below, you are consenting to Murfreesboro City Schools releasing education record information to the 3<sup>rd</sup> party listed above. You have the right to inspect any written records released pursuant to this consent. This authorization will remain in effect from the date it is signed until it is revoked through a written revocation to your child's school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date