





Michael G. Musary, Ed.S.  
Superintendent of Schools

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## Disciplinary Record Release

This form authorizes the release of all disciplinary records for the stated student to Armada Area Schools. To assist in immediate review of records, *please fax to: 586-784-4269, attention: Sherri Cooper*

### Most Recently Attended School Contact Information:

School Name: \_\_\_\_\_

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

School Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### Student Information:

Student Name: \_\_\_\_\_

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

Student Current Grade: \_\_\_\_\_

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

\_\_\_\_\_  
Date

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Under FERPA, schools must generally afford parents: -access to their children's education records -an opportunity to seek to have the records amended -some control over the disclosure of information from the records. Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

#### Access to Education Records

Schools are required by FERPA to: provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request; provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school; redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to: Create or maintain education records; Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student; Respond to questions about the student.

***The Armada Advantage: Achievement, Community, Innovation***

*Equal opportunity employer. Auxiliary services available to individuals with disabilities.  
Michigan Relay Center 1-800-649-3777 (Voice and TDD)*