

Bedford County Public Schools

310 South Bridge Street, Bedford, VA 24523

Phone (540) 586-1045



AUTHORIZATION FOR CONFIDENTIAL RELEASE AND EXCHANGE OF EDUCATION AND HEALTH RECORDS

LEGAL FULL NAME OF STUDENT		GRADE LEVEL OF STUDENT	STUDENT DATE OF BIRTH
SCHOOL/STAFF MEMBER RELEASING RECORDS	ADDRESS	PHONE NUMBER	FAX NUMBER
OFFICIAL REQUESTING RECORDS/TITLE Marcy Farris, Registrar Jefferson Forest High School	ADDRESS 1 Cavalier Circle Forest, Virginia 24551	PHONE NUMBER 434.525.2674 Ext 21301	FAX NUMBER 434.525.0106

I request release or exchange of the following information on my child or ward to the official stated above for the purpose of:

Enrollment at Jefferson Forest High School

✓CHECK ALL THAT APPLY:

- ☒ Official Scholastic Record (includes: student name/address, parent's names/addresses, certified copy of birth certificate (Code of Virginia § 22.1-3.1C) or birth certificate number as recorded by another VA public school, birth date, grade level completed, class standing, attendance record, Student Testing Identifier (STI), extracurricular activities, citizenship, if other than the United States, etc.)
- ☒ Scholastic grades (historical and withdrawal grades with grading scale) ☐ Discipline record
- ☒ Group and individual intelligence, achievement, aptitude and interest test scores (includes: SOL, AP, PSAT, SAT, ACT, Stanford 10, OLSAT, Naglieri, College Entrance Exam, etc.)
- ☒ Certification/Credentialing records ☐ Academic Career Plan
- ☒ English Language Learner (ELL/EL) records ☐ Talented and Gifted (TAG) records
- ☒ 504 records, Individualized Education Program (IEP), latest eligibility minutes, eligibility summary, SCT information, evaluation reports and functional behavioral assessments.
- ☒ All health records listed below:
 - ☐ Physical and immunization records with dates signed by doctor or school nurse ☐ Lab reports
 - ☐ Medical diagnosis ☐ Doctors orders ☐ Medical Care Plan ☐ Mental Health/Psychiatric
 - ☐ Discharge summary ☐ Audiological/Vision ☐ Speech reports ☐ Social/Cultural
 - ☐ Psychological reports ☐ Fitness data
- ☐ Others (please specify): _____

This authorization is valid for one year unless specified otherwise. It will expire on _____.

I understand that I may withdraw this authorization by submitting written notice to the school/agency/person releasing records stated above. I understand that health records, once received by the school district, may no longer be protected by HIPPA, but they will become education records protect by the Family Educational Rights and Privacy Act (FERPA). I have the right to request a hearing to challenge the content and accuracy of these records on the student/patient named above.

SIGNATURE OF PARENT/GUARDIAN/LEGAL CUSTODIAN OR ELIGIBLE STUDENT

DATE

SIGNATURE OF SCHOOL OFFICIAL COMPLETING