

**AUTHORIZATION FOR RELEASE OF INFORMATION**  
**Department of Student Services**  
**Lincoln Public Schools**

**Form for Student Records Release–Non-Medical Provider**

**PART I Identification**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Disclosing Party: \_\_\_\_\_ School: \_\_\_\_\_  
  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PART II Release of information to LPS by Another School, Entity or Person**

I hereby authorize the Disclosing Party and its employees and agents to disclose education and other records in the possession or control of the Disclosing Party to LPS.

1. YOU ARE AUTHORIZED TO DISCLOSE THE FOLLOWING RECORDS AND INFORMATION:

- All records about Student and any other information requested by LPS
- Scholastic Grades     Psychological Evaluations     Activity Records     Discipline Records
- Health Records     Standardized Test Scores     Special Education Records

2. THIS AUTHORIZATION IS VALID UNTIL: \_\_\_\_\_ (Note: Unless otherwise stated, I request that this authorization be considered as valid for 12 months from date of signature)

**PART III Release of information by LPS to Another School, Entity or Person**

I hereby authorize LPS and its employees and agents to disclose education and other records in its possession or control to: \_\_\_\_\_

(Name of School, Entity, or Business to which records are to be sent)

1. YOU ARE AUTHORIZED TO DISCLOSE THE FOLLOWING RECORDS AND INFORMATION:

- All records about Student and any other information requested by Recipient
- Scholastic Grades     Psychological Evaluations     Activity Records     Discipline Records
- Health Records     Standardized Test Scores     Special Education Records

2. THIS AUTHORIZATION IS VALID UNTIL: \_\_\_\_\_ (Note: Unless otherwise stated, I request that this authorization be considered as valid for 12 months from date of signature)

3. PURPOSE: What is the purpose of the requested disclosure? \_\_\_\_\_

**PART IV FERPA Notice**

Provisions of the Family Education Rights and Privacy Act (FERPA) require parental or guardian permission in order to release nondirectory information about students under 18 years of age. Those individuals 18 years of age or over may have information released upon the authorization of their own signature. Lincoln Public Schools will provide copies of records at the request of another school district where the student seeks or intends to enroll. Records from other sources (i.e., letters from non-school staff members, hospital reports or outside assessment agencies, etc.) which are used in educational planning and have been placed in the student's record at the parent's request will be forwarded.

**PART V Send Records to LPS at:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
Lincoln, NE 685 \_\_\_\_\_

**For Questions Contact: Lincoln Public Schools, Department of Student Services**  
**5901 O Street, Lincoln, NE 68510**  
**Phone: (402) 436-1688**

\_\_\_\_\_  
Signature of Parent (or Student if of Age of Majority)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Information (Address & Phone)

**Note: If medical or health records are needed by LPS from a health care provider, such as a hospital, clinic, or doctor, you will be requested to sign a separate Authorization for Release of Health Information form.**