



# AUTHORIZATION FOR RELEASE OF INFORMATION

## ARCHDIOCESE OF WASHINGTON – Catholic Schools

Student's Name: \_\_\_\_\_ Sex:  Male  Female Birth Date: \_\_\_\_\_  
*Print Student's Legal Name*  *mm/dd/yyyy*

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

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

Home Phone: ( ) - Work Phone: ( ) - Ext.

### Release of Student Information

I, \_\_\_\_\_, hereby AUTHORIZE \_\_\_\_\_  
*Parent/Guardian's Full Name*  *Print Institution's Name*

to use or disclose \_\_\_\_\_'s identifiable information as described below.  
*Print Student's Legal Name*

The following information may be shared...

- ALL** personally identifiable data on file **OR** The following records **ONLY**: *(please check ✓ all that apply)*
- |   |  |
|---|--|
| <input type="checkbox"/> Assessments/Evaluations        | <input type="checkbox"/> Medical Information |
| <input type="checkbox"/> Behavioral Records/Plans       | <input type="checkbox"/> Counseling Records  |
| <input type="checkbox"/> Academic Records               | <input type="checkbox"/> Recommendations     |
| <input type="checkbox"/> Other <i>(specify)</i> : _____ |  |

Reason for the release of information...

- To aid in making present and future educational decisions *(includes transferring schools)*:  
 Other *(please specify)*: \_\_\_\_\_

I AUTHORIZE the release of the aforementioned information (existing in the institution's records at the date listed immediately below), regarding my child to:

School/Agency Name: \_\_\_\_\_  
*Print Name of School/Agency*

Contact Person: \_\_\_\_\_ Phone No. ( ) - Ext.  
*Print Name of Contact Person at the School/Agency*

School/Agency Address: \_\_\_\_\_

Duration for Disclosure: From \_\_\_\_\_ Until: \_\_\_\_\_  
*Specify Date*  *Specify Date*

I understand that I may revoke this authorization at any time by submitting revocation in writing to **Our Lady of Victory School**.

Name of Parent/Guardian: \_\_\_\_\_  
*Print Parent/Guardian Full Name*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
*Sign Your Name*  *Today's Date*