

# Centennial School District



## RELEASE AND/OR EXCHANGE OF INFORMATION

www.csd28j.org

As the **Parent/Guardian of** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Students Name)**

**Student ID #** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Birthday** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**I authorize the release and/or exchange of confidential information between:**

### CENTENNIAL SCHOOL DISTRICT

### AND

**Butler Creek Elementary**  
2789 SW Butler Rd  
Gresham, OR 97080-8477  
Phone: 503-762-6100  
Fax: 503-762-6110

**Meadows Elementary**  
18009 SE Brooklyn St  
Portland, OR 97236-1047  
Phone: 503-762-3208  
Fax: 503-762-3238

**Centennial District Office**  
18135 SE Brooklyn St  
Portland, OR 97236-1049  
Phone: 503-760-3631  
Fax: 503-762-3689

**Patrick Lynch Elementary**  
1546 SE 169 Pl  
Portland, OR 97233-4416  
Phone: 503-762-3203  
Fax: 503-762-3243

**Centennial High School**  
3505 SE 182<sup>nd</sup> St  
Gresham, OR 97030-5028  
Phone: 503-762-6180  
Fax: 503-762-6176

**Wood Elementary**  
3615 SE 174 St  
Portland, OR 97236-1252  
Phone: 503-762-3204  
Fax: 503-762-3244

**Centennial Middle School**  
17650 SE Brooklyn St  
Portland, OR 97236-1045  
Phone: 503-762-3206  
Fax: 503-762-3236

**Oliver Elementary**  
15840 SE Taylor  
Portland, OR 97233-3239  
Phone: 503-762-3207  
Fax: 503-762-3237

**Centennial Park School**  
17630 SE Main St  
Portland, OR 97233-5044  
Phone: 503-762-3202  
Fax: 503-760-1651

**Parklane Elementary**  
15811 SE Main St  
Portland, OR 97233-3201  
Phone: 503-762-3205  
Fax: 503-762-3235

**Centennial Transition Center**  
2652 SE 162<sup>nd</sup> Ave  
Portland, OR 97236-1978  
Phone: 503-762-3715 ext. 4820  
Fax: 503-667-9671

**Pleasant Valley Elementary**  
17625 SE Foster Rd  
Gresham, OR 97080-3326  
Phone: 503-762-3209  
Fax: 503-762-3239

\_\_\_\_\_  
School

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Zip

\_\_\_\_\_  
Telephone

I hereby authorize and request that all records pertaining to the above named student be transmitted to Centennial School District 28jt. It is understood that this information will be used to develop the most suitable education program for my student. It is further understood that the records will be maintained and used in accordance with the laws of the State of Oregon and the Federal Family Education Rights and Privacy Act of 1974. I understand my right to review the records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates the student's right to privacy.

An explanation of parent rights regarding student records is on the reverse side.

Parent/Guardian/Student (age 18+) \_\_\_\_\_ Date \_\_\_\_\_

## Parent Rights

- A. **Right to Inspect and Review Student Records.** The school district must allow a parent to inspect all student records regarding the student. The parent has the right to obtain copies of the records; the district may charge a fee for copies provided the fee does not affectively prevent the parent from exercising the right to inspect than review records. The parent also has the right to response from the district when making a reasonable request for interpretation of the records. ORS 336.195 requires that Behavioral Records be released to the parent only in the presence of someone who is qualified to interpret the records. Access must be granted without unnecessary delay and in no case more than 45 days after the request has been made. Access must be granted prior to any IEP meeting or hearing related to the identification, evaluation, or placement of the child. The parent of a handicapped student also has the right to have a representative inspect and review the records.
- B. **Right to a List of Types and Locations of Information.** On request, the district must provide the parent of a handicapped student with a list of the types and locations of education records collected, maintained, or used by the district.
- C. **Right to Request the Amendment of Student Records.** The parent may request that an amendment be made in the student's educational records if there is reasonable cause to believe that the records are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. If the district refuses, it must notify the parent within a reasonable length of time, not to exceed 30 days, and advise the parent of the parent's right to a hearing.
- D. **Right to Request a Hearing to Challenge Information in the Student's Records.** The Parent has the right to request a hearing to challenge information in the student's records. The hearing is conducted in accordance with 45 CRF Part 99.22.

Should the district decide that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student; the district amends the records accordingly and informs the parent in writing. Should the district decide that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district informs the parent of the right to place a statement in the records regarding information in the records or setting forth reasons for disagreeing with the decision of the district. Any such explanation is maintained as part of the record as long as the record or contested portion is disclosed by the district, then the explanation also is disclosed.

- E. **Right to Annual Notification of Rights.** Each year the district must notify the parents of the rights guaranteed by the Buckley Amendment, where copies of the district's policy on student records may be obtained, and the right to file a complaint with the U.S. Office of Education should the parents believe that the requirements on the records are not being observed. When the parent's language is other than English, the district must notify the parent in a manner that the parent can understand.
- F. **Right to Refuse Consent for the use of Personally Identifiable information.** The parent of a handicapped student has the right to refuse consent for the disclosure of personally identifiable information to anyone other than school officials or individuals acting in an official capacity for the district
- G. **Right to Refuse Consent for the use of Personally Identifiable Information.** The parent of a handicapped student has the right to refuse consent for the disclosure of personally identifiable information for any purpose other than identification, pre-placement, or annual evaluation, individualized education plan, educational placement or the provision of a free appropriate public education.
- H. **Right to Request the Destruction of Student Records.** The parent of a handicapped student has the right to request the destruction of personally identifiable information when it is determined that such information is no longer needed to provide educational services to the student. However, the permanent record must be retained indefinitely. **Note: Check with the State Archivist to determine the latest schedule for the retention and destruction of nonpermanent student records.**