



RELEASE AND/OR EXCHANGE OF INFORMATION

www.csd28j.org

As the Parent/Guardian of (Students Name) _____ Date _____

Student ID # _____ Grade _____ Birthday _____

Address _____ City _____ Zip _____

Phone (Home) _____ (Cell) _____

I authorize the release and/or exchange of confidential information (including such things as DIBELS assessment booklets and any other assessments) between:

CENTENNIAL SCHOOL DISTRICT

AND

LAST ATTENDED SCHOOL DISTRICT

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

School District

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

School

Centennial High School
3505 SE 182nd St
Gresham, OR 97030-5028
Phone: 503-762-6180
Fax: 503-665-2850

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

Street Address

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

City/Zip

Centennial Park School
17630 SE Main St
Portland, OR 97233-5044
Phone: 503-762-3202
Email: sharon_whitten@csd28j.org
For transcripts and IEP

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

Telephone

Centennial Transition Center
2632 SE 162nd Ave
Portland, OR 97236-1978
Phone: 503-762-3715 ext. 4820
Fax: 503-761-2138

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

Fax Number

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.**