



FERPA WAIVER FOR TRANSCRIPTS & LETTERS OF RECOMMENDATION FOR HIGH SCHOOL STUDENTS

The Family Educational Rights and Privacy Act ("FERPA") is a Federal law that protects the privacy of student education records. In accordance with FERPA, Plano ISD withholds certain educational records unless the student's parent (or student, if 18 years old) provides consent to disclose such information. The purpose of this form is to provide the FERPA-required consent to Plano ISD (specifically, Plano Senior High School, Plano East Senior High School, Plano West Senior High School, and Plano ISD Academy High School) to release the student's transcript and/or letter(s) of recommendation by mail or electronically (via fax, email, or website link) to the entities listed below. The student must provide the name of the entity and mailing address, email address, or website link on a separate request form to be submitted to his/her school counselor or registrar.

This consent will allow Plano ISD to disclose educational records on behalf of students applying for academic or athletic scholarships, or summer programs at high school or post-secondary institutions (e.g., colleges/universities) that occur during the student's high school years that may require submission by mail or electronically.

I, the undersigned, hereby authorize Plano ISD to release the following documents and information: *[please check all that apply]*

- Official transcript
- Letters of Recommendation, with any requested backup documentation

The documents check-marked above may be sent to the following types of requesting entities:

- High school or post-secondary institutions
- High School or post-secondary scholarship programs
- NCAA scholarships
- Summer programs (prior to graduation) at post-secondary institutions
- Other: _____

OR

- I, the undersigned, do NOT authorize Plano ISD to release any documents and information *[if this option is chosen, any transcript or letter of recommendation requests will need to be requested in writing]*

This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law.

This release form is effective until it is withdrawn in writing, superseded by a subsequent FERPA Waiver form or, for seniors, three (3) months after the student's graduation date.

Student's Signature

Student's Name (please print)

Campus

Student ID#

Signature of Parent or Guardian (if student is under the age of 18)

Parent's Name (please print)