



HERITAGE ACADEMY

Request and Consent to Release Records

606 Ridgeway Avenue ♦ Columbia, MO 65203

Phone: 573.449.2252 ♦ Fax: 573.875.1175

office@heritageacademy.info ♦ www.heritageacademyofcolumbia.com

Date of Request: _____

Student's Name: _____

Student's Birth Date: _____

Age of Student at time of request: _____

PLEASE NOTE: Requests for records of students who remain under eighteen years of age at the time a request is submitted must be completed with a parent's signature. Student who are eighteen or older when this form is submitted must sign this form themselves to authorize release of records.

AUTHORIZING STATEMENT AND SIGNATURE:

I hereby request and authorize that the documents indicated below

- birth certificate
- transcript
- immunization records
- standardized test scores
- end-of-semester grade report (please indicate semester and year: _____)
- other (please specify) _____

which are related to the above-named student be provided to the following person or institution:

Name: _____
Complete Address: _____
OR Fax Number: _____

Release is being granted for the following purpose:

- to verify eligibility for good-student discount (auto insurance)
- to complete the admission process set forth by a college or university
- to provide documentation required for transferring high schools
- to provide documentation required for scholarship evaluation
- other: _____

Please send requested items before the following date: _____

Note: please allow at least four business days for processing

Authorizing Signature: _____

Parent signature required, unless student is eighteen years or older, in which case student's signature is required.

Transcript Fee: Please note if requesting a transcript, students who have been un-enrolled from Heritage Academy for more than one full semester must submit payment of \$3.00 with this form.

Heritage Academy's *Protection and Disclosure of Records* Policy

Heritage Academy will not permit access to or the release of educational records of a student, including grades and transcripts, other than directory information without the written consent of the parent or eligible student to any party except:

- Heritage Academy Board of Trustees, staff (including paid or volunteer staff employed to coordinate student information), and legal counsel who have legitimate educational interest.
- Educational accrediting agencies,
- In compliance with a civil judicial order or lawfully issued subpoena. Heritage Academy must comply with the order even if the parent, legal guardian, or student cannot be reached, although every reasonable effort will be made to notify the parent, legal guardian or student prior to the disclosure; and
- To persons in an emergency situation to protect the health or safety of students or other persons.

Written consent to disclosure must include a signature and date, must specify the records to be disclosed, the purpose of disclosure, and the party to whom the disclosure may be made. Written consent will, unless otherwise specified, authorize only a single disclosure.