Authorization for Release of Information

From time to time it becomes necessary for the school department to send information from your child’s record to an agency for evaluation purposes, obtain information from an agency or school for evaluation and planning, or use information presently in the record for review and programming by the IEP Team.

In order to better serve the needs of your child, we request your permission to carry out one or several of these tasks as indicated below by a check mark ( ). Please place your signature on the appropriate line and return to us.

( ) I hereby give permission to South Portland Special Education and its appointed representatives, e.g. individual staff or IEP Team members, to obtain and/or review information on _____________________________________________ from _____________________________________________ for the purpose of _____________________________________________. The specific records to be reviewed/obtained are:

________________________________________________________________________
________________________________________________________________________

( ) I hereby give permission to South Portland Special Education and its appointed representatives, e.g. individual staff or IEP Team members, to release written and/or oral information on _____________________________________________ to _____________________________________________ for the purpose of _____________________________________________. The specific records to be released/discussed are:

________________________________________________________________________
________________________________________________________________________

I understand that my permission is voluntary and that it may be revoked at any time. Upon attaining the 18th birthday, the student is the only valid consenter to this request, unless the court has appointed a guardian.

Signed: ________________________________________________________________

Date: __________________________

Rev. 08/2007

"ENRICHING LIVES THROUGH QUALITY LEARNING FOR ALL"