

**DOCUMENTATION OF RECORD RELEASE
FOR HEALTH OR SAFETY EMERGENCY**

Student Name: _____ Date _____

The following documents have been released on _____.

- Witness Statement
- Discipline records and/or discipline records pertaining to a specific event
- Historical records pertaining to a specific event
- Other _____

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, the Family Educational Rights and Privacy Act (FERPA) allows schools to disclose education records without consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The articulable and significant threat to the health or safety of the student or other individuals is as follows: [insert overview of incident, and the justification for the decision that a significant threat to the health or safety existed]:

The parties to whom information was disclosed under the health and safety emergency were as follows:

The documents or information was released by the following agent of the school:

Name

Date

Signature