

**[[SCHOOL OR SCHOOL DISTRICT LETTERHEAD]]**

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

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

The following documents have been released on [date]: \_\_\_\_\_

[Identify documents released] \_\_\_\_\_

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 or health issues, and the justification for the decision that a significant threat to the health or safety of the student or others 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