

FERPA



Dear Seniors and Parents:

Attached you will find the "Permission to Release School Information." This form has been created by counselors and other members of the district administration in order to clarify issues surrounding the federal government's Family Education Rights and Privacy Act (FERPA) of 1974 and college application support.

It is the collective view of the district that letters of recommendation are viewed far more favorably by colleges, universities and those considering scholarship applications if readers believe they are receiving an unvarnished, honest assessment of a student's character, academic ability, and future potential. We understand and support a family's rights under FERPA, but believe that support material in college applications and scholarships should be confidential correspondences. Further, if readers believe that families have had access to the contents of these correspondences, they could easily suspect that important and perhaps less than flattering information was omitted for fear of offending the student or his/her parents.

For these reasons, we strongly urge families to waive their FERPA rights to all information related to scholarships and letters of recommendation. Letters sent by Poway Unified School District staff in support of students may indicate whether or not FERPA rights were waived.

For more information about this topic, please see the district website at <http://www.powayusd.com>. If you would like to hear from readers of letters of recommendation, we urge you to contact the specific college or scholarship program to which your son or daughter is applying.

You can be assured that we all want the greatest success for our students and will be as supportive as possible. If you have further questions, please contact your counselor.

Sincerely,

The Poway High School Counseling Department



PERMISSION TO RELEASE SCHOOL INFORMATION

Name of Student (please print):

ID Number:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the parent or legal guardian of the student whose name appears above, hereby authorize staff members of the Poway Unified School District to write letters of recommendation and complete forms in which they may reference educational records and information, including, but not limited to: grades, GPA, class rank, courses taken, test results, extracurricular activities, awards/recognition, discipline and attendance records.

These letters of recommendation and forms may be used for:

College Application(s) Scholarship(s) Other (Please describe in detail):

I understand further that (1) I have the right not to consent to the release of my student's school records; and (2) I have the right to receive a copy of such records upon request. This consent shall remain in effect until revoked by me, in writing, and delivered to the school's Registrar. Such revocation shall not affect disclosures previously made by any P.U.S.D. staff member prior to the receipt of any such written revocation.

I waive my right to review a copy of my student's letter(s) of recommendation at any time in the future.

I do not waive my right to review a copy of my student's letter(s) of recommendation at any time in the future.

Parent/Guardian Signature _____ Date: _____

Student's Signature: _____ Date: _____

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

NOTE: Communications with receiving institutions will mention when a parent and/or legal guardian has chosen not to waive FERPA rights.

Visit the PUSD web page at: <http://www.powayusd.com> and review information on waiving / not waiving your right to review letters of recommendation. See "Parents; Quick Links; FERPA waivers information".