



Disclosure Form for Personally Identifiable Information from Education Records under the Family Educational Rights and Privacy Act (“FERPA”) and Regulations – Internal Requests

The following information must be provided to the Laredo Independent School District in order for the release of any personally identifiable information from education records. This record will be maintained with the student’s education record. Attach additional sheets if necessary.

Requesting party/ Campus or location: _____

Information requested / Program Access: _____

Interest in receiving the information: _____

Requested medium and format by which to receive the information: _____

Data will be stored/warehoused in: Desktop computer Laptop Computer

Additional parties that may receive the information (*A FERPA information sheet **MUST** be completed for each additional party before information is shared*). _____

I hereby certify the information provided above is correct and complete. I certify that the requesting party will follow the FERPA statute, 20 U.S.C. § 1232g, regulations, 34 C.F.R. Part 99, and other applicable law. I certify that the requested information will be used for the stated purpose(s) and the data will be kept under a secured/pass word secured environment. And I certify that if an unauthorized person has had access to this file, I will contact the PEIMS Coordinator as soon as possible and report it.

Print Name

Signature of Representative/Educator*

Position

Date

* If campus educator: Signature of Principal Date

FAX this form to 956.795.3299
Or deliver to the Office of Communications at 904 Juarez, Laredo, TX 78045