

# PERMISSION TO AN INDIVIDUAL FOR RIGHTS TO STUDENT RECORDS and/or RIGHTS TO MAKE EDUCATIONAL DECISIONS

(Not for use in granting rights to agencies)



**Rights to Records:** A Parent/Legal Guardian may provide permission to a third party, such as a step-parent or grandparent, to be given the Rights to Records over a Student in order for the third party to receive that Student's educational records, in written or oral format. I understand that by delegating the ability for the designated third party to receive Student records, the individual may receive my child(ren)'s progress, behavioral, and Student health records.

**Parent Portal Access:** A Parent/Legal Guardian may also delegate authority to a third party to have access to the District's parent portal system. Parent Portal access includes such items as attendance records, grade reports, student schedules, and access to meal account balances and the ability to deposit funds into meal accounts. In order to grant Parent Portal access, a Parent/Legal Guardian must provide permission to the individual for Rights to Records. Absent granting Rights to Records, Parent Portal access cannot be given.

**Rights to Make Educational Decisions:** A Parent/Legal Guardian may also delegate authority to a third party to make educational decisions for that Student. Educational decisions include such items as signing up for conferences, granting permission to attend school activities, communicating with the teacher and/or school, and assignment of courses. The Rights to Make Educational Decisions does not grant the responsibility for truancy, discipline, payment of fees, medical services, immunizations, enrollment, in-district transfer requests, report cards, or specialized educational services. In addition, the Rights to Make Educational Decisions does not change the Parent's/Legal Guardian's rights to the Student and the Parent/Legal Guardian shall remain responsible for all school related issues.

If you wish to grant an individual the Rights to Records, Parent Portal access, and/or Rights to Make Educational Decisions for your child, please complete the following (*please check one or more of the following*):

Parent/Legal Guardian Name	Student Name	Student Birthdate	Current School of Attendance	Rights Granted
				<input type="checkbox"/> Rights to Records <input type="checkbox"/> Parent Portal Access <input type="checkbox"/> Rights to Make Educational Decisions as defined above
				<input type="checkbox"/> Rights to Records <input type="checkbox"/> Parent Portal Access <input type="checkbox"/> Rights to Make Educational Decisions as defined above

**I grant the above-indicated rights to the Students named above to the following individuals:**

Name of Individual Granted Rights	Street Address of Individual Granted Rights	City/State/Zip Code of Individual Granted Rights	Phone Number of Individual Granted Rights

I understand that this Rights to Records and/or Rights to Make Educational Decisions does not change any Parent's/Legal Guardian's rights to their Students and the Parent/Legal Guardian remains responsible for all school related issues. I further understand that this authorization is valid until revoked and that I may revoke this Rights to Records and/or Rights to Make Educational Decisions at any time by providing a written Revocation to the Green Bay Area Public School District.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**For School/Central Registration Use:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 IC Flag Created :  Yes  No  Filed in Cumulative Folder