

Release of Information

July 2021

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, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Additional Examples	Expectation
1. Department of Health and Human Services caseworker would like to discuss educational needs of a learner.	Area Education Agency (AEA) staff are able to share educational information with the Department of Health and Human Services case manager without a signed Release of Information.
2. AEA staff would like to obtain educational information from a Department of Health and Human Services caseworker (parental rights status, foster status, location of parent, etc.).	The Department of Health and Human Services is able to share information (parental rights status, foster status, location of parent, etc.) with AEAs without a signed Release of Information. Specific case information may be confidential and not released.
3. Supplemental Security Insurance (SSI) worker calls and would like to discuss educational needs of a learner with an AEA staff person.	AEA staff should request a copy of the signed SSI release prior to sharing information.
4. Supplemental Security Insurance (SSI) has requested student records from AEA personnel.	AEA staff should request a copy of the signed SSI release prior to sharing information.
5. Iowa Vocational Rehabilitation Services (IVRS).	<p>Parental consent is not needed for the initial meeting between the learner and IVRS staff or any related initial follow-up meetings.</p> <p>Written and parental consent is needed for completion of the Pre-ETS Agreement and the IVRS application for students under the age of 18 and can be obtained after the initial meeting.</p> <p>All school personnel, including school nurses, shall share educational information of learners with disabilities, including electronic access to IEPs, when appropriate and necessary for IVRS services. This shall include referrals to IVRS.</p>

Additional Examples	Expectation
	Similarly, IVRS staff shall share relevant information about learners with disabilities when appropriate and necessary to facilitate the integration and coordination of transition services from school to post-secondary education and/or employment. IVRS staff may have access to relevant special education data and related systems in order to ease provision and documentation of services.
6. Foster Parent(s) (See Department of Education document).	AEAs may share information with the foster parent(s) if the foster parent is a relative to the child, if the foster parent has been appointed as a surrogate parent by the AEA, and/or a court order has named the foster parent as the person designate to make educational decision for the child.
7. AEA staff would like to discuss educational needs with an outside medical or mental health provider.	AEA Release of Information should be completed and obtained prior to sharing information with outside providers.
8. Outside medical or mental health providers would like to discuss educational needs with an AEA provider.	The AEA must obtain a signed Release of Information before sharing with the provider. Outside providers are responsible for obtaining their own signed Release of Information before providing information.
9. Department of Human Services (Department of Health and Human Services) has requested information as part of a child abuse investigation.	A school district or AEA may provide personally identifiable information contained in student records to Department of Health and Human Services in conjunction with a child abuse investigation without the necessity of obtaining parental consent. This rule applies to children of all ages and without regard to whether a child is in general education or special education.