

Guidelines and Procedures for Sharing Student Records and Information with the Department of Human Services

DHS requests physical documents about the student¹	DHS REQUESTS TO SPEAK WITH THE STUDENT²	DHS HAS CUSTODY / FOSTER SITUATIONS
<p>DHS rep must:</p> <ol style="list-style-type: none"> 1. Complete the <i>Visit Log and/or Release of Student Education Records to the Department of Human Services</i> (valid for one (1) school year) 2. Provide their photo-ID badge 3. Provide the PSD <i>Consent to Release Student Education Record to a Third Party</i> form signed by the parent/guardian 	<p>DHS rep must:</p> <ol style="list-style-type: none"> 1. Complete the <i>Visit Log and/or Release of Student Education Records to the Department of Human Services</i> (valid for one (1) school year) 2. Provide their photo-ID badge at each visit. District staff will date the copy and attach it to the visit log form. 	<p>DHS or Foster family must: Provide paperwork from DHS or the court stating the child is in DHS custody and/or listing the foster family</p> <p>If DHS has custody:</p> <ol style="list-style-type: none"> 1. Complete the <i>Visit Log and/or Release of Student Education Records to the Department of Human Services</i> (valid for one (1) school year) 2. Provide their photo-ID badge <p>FOSTER PARENT:</p> <ol style="list-style-type: none"> 1. Complete the <i>Release of Current Student Education Records to Parent/Guardian</i>
<p>The site must:</p> <ol style="list-style-type: none"> 1. Copy the photo-ID badge 2. File the completed Visit Log/Release, the completed Consent form, and the copy of the photo-ID badge on the left, inside flap of the student's cumulative academic file 	<p>The site must:</p> <ol style="list-style-type: none"> 1. Copy the photo-ID badge 2. File the completed Visit Log/ Release and the copy of the photo-ID badge on the left, inside flap of the student's cumulative academic file 	<p>The site must:</p> <ol style="list-style-type: none"> 1. Add Foster parents as Guardians in Synergy. They will not have decision-making authority. 2. File the completed Release of Records

¹ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education record. FERPA gives a parent/guardian ("Parent") certain rights with respect to their children's education record. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level (an "Eligible Student"). The student education record of Eligible Students can only be released to a Parent with written consent from the Eligible Student, by providing other legal documentation, or by certifying the Eligible Student was a dependent for tax purposes the previous tax year. In accordance with FERPA and under Poudre School District Policy [JRA/JRC](#), a student's education record will not be released to a third-party without written consent, unless such disclosure is permitted under FERPA.

² In accordance with C.R.S. 19-3-308 (3) (a) Action upon report of intrafamilial, institutional, or third-party abuse - investigations - child protection team - rules – report “The investigation shall include an interview with or observance of the child who is the subject of a report of abuse or neglect. The investigation may include a visit to the child's place of residence or place of custody or wherever the child may be located, as indicated by the report. In addition, in connection with any investigation, the alleged perpetrator shall be advised as to the allegation of abuse and neglect and the circumstances surrounding such allegation and shall be afforded an opportunity to respond.”