**SAMPLE FAXING CONSENT FORM (ON SCHOOL LETTERHEAD)**

**FAXING STUDENT EDUCATION RECORDS**

**PARENTAL CONSENT FORM**

When our school receives a valid written request to forward a student’s education records, we mail the records to the requesting school. Mailing a student’s education record is the preferred method of transfer. However, if circumstances warrant expediting the transfer of these records, we can fax the records with prior written parental consent.

If you find it necessary for us to fax your student’s education records to a receiving school, please complete and sign this form.

**Student Name School**

**Receiving School Person Receiving Information**

**Receiving School Phone Number Receiving School Fax Number**

My signature below authorizes school officials to fax my student’s educational records to requesting school listed above, if necessary.

**Legal Guardian Signature Date**