

**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