



RELEASE OF EDUCATION RECORDS

State Form 55228 (R3 / 4-25)
DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS: This form must be signed by a Department of Child Services (DCS) Representative (See [Policy 8.20](#) for additional information). After it is signed, it should be sent, or taken, to the last school in which the child was enrolled. The form can be submitted to the school without the parent's / guardian's signature if DCS has been granted wardship of the student.

If DCS is involved through an assessment or in-home Child In Need of Service (CHINS) the parent or guardian must also sign this form.

The school will then forward the necessary information to the DCS representative.

Hereby consent to the release of educational records to the Indiana DCS. *	
Records requested for the school year (<i>check all that apply</i>):	
<input type="checkbox"/> Cumulative file—Academic record, attendance record, transcript, ISTEP information, scholastic, health, standardized test results, and documentation of suspension/expulsion (<i>if applicable</i>).	
<input type="checkbox"/> Special Education record—Individualized Education Program (IEP) or 504 Plan, including psychological testing and evaluations.	
Student whose records are requested: (<i>full name of child</i>)	Date of Birth (<i>month, day, year</i>)
Signature of DCS representative	Date (<i>month, day, year</i>)
Printed name of DCS representative	
Signature of parent / guardian (<i>if applicable</i>)	Date (<i>month, day, year</i>)
Printed name of parent / guardian (<i>if applicable</i>)	

* In compliance with the Federal law Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g, 34 CFR Part 99.30 and Indiana State law Title 511 Article 7, Rule 38, Part 1, as amended by the Uninterrupted Scholars Act (PL 112-278). This consent can be revoked in writing at any time.