

**LIVONIA PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SERVICES
RELEASE OF INFORMATION/AUTHORIZATION
FOR DISCLOSURE OF INFORMATION**

Student Information:

Name _____ Address _____
Birthdate _____
School/Grade _____ Telephone _____

I authorize the Livonia Public Schools School District to release/request information in my records to/from:

Please check: ☐ release and/or ☐ request

Name _____ Agency/School _____
Address _____
Phone _____ Fax No. _____

Please check specific information to be released/requested:

<input type="checkbox"/> Medical Information	<input type="checkbox"/> Teacher/Counselor reports
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Referrals
<input type="checkbox"/> Report Cards	<input type="checkbox"/> Phone calls
<input type="checkbox"/> Psychological Reports/Evaluations	<input type="checkbox"/> Assessment Data
<input type="checkbox"/> Psychiatric Evaluations	<input type="checkbox"/> Attendance
<input type="checkbox"/> IEP, MET, and Evaluation Reviews	<input type="checkbox"/> Speech/Language Evaluation
<input type="checkbox"/> Social Work Report/Evaluation	<input type="checkbox"/> Disciplinary Record
<input type="checkbox"/> Intake and Discharge Summary	
<input type="checkbox"/> Other _____	

If sending identified information to Livonia Public Schools, please send to:

Department of Student Services
Livonia Public Schools
15125 Farmington Road
Livonia, Michigan 48154
Phone No. 734-744-2615
Fax No. 734-744-2574

Attention: Maegan Sprow, Director of Student Services

Person(s) Requesting Records

The Purpose and Need for Such Release/Request: ☐ Educational Planning ☐ Grade Placement
☐ Disciplinary Information ☐ Credit/Course Determination ☐ Other _____

This authorization will expire in one calendar year.

NOTE: Information will be forwarded to appropriate school personnel.

Signature of Parent/Guardian _____ Date _____

Department of Student Services Office Use Only: Date
information forwarded to requesting person. _____

By Whom _____

Original - Student Services
Copies - Parent/Student
- Agency
- School