



# TYLER INDEPENDENT SCHOOL DISTRICT

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## CHECKLIST FOR DISCLOSURE TO A THIRD PARTY OUTSIDE THE STUDENT'S SCHOOL OR SCHOOL SYSTEM

\_\_\_\_\_ Has the third party filled out a request form?

\_\_\_\_\_ Have you determined whether or not the third party fits within one of the enumerated categories of third parties to whom you can disclose information with prior written consent of the parent or eligible student?

\_\_\_\_\_ If prior written consent of the parent/eligible student is required, have you obtained a signed written consent form?

\_\_\_\_\_ Have you kept a copy of the signed consent form with the student's education records?

\_\_\_\_\_ Have you taken reasonable steps to verify that the parent/eligible student is the one who signed the consent form?

\_\_\_\_\_ Have you notified the third party in writing of your decision on the request?

\_\_\_\_\_ Have you kept a copy of the notification with the student's education records?

\_\_\_\_\_ Have you taken reasonable steps to verify the third party asking for disclosure of records is the third party identified in the consent form?

\_\_\_\_\_ Have you gotten the third party to sign an acknowledgment of the re-disclosure restrictions (unless the initial disclosure is made pursuant to court order or subpoena)?

\_\_\_\_\_ Have you kept a copy of that re-disclosure acknowledgment with the student's education record?

\_\_\_\_\_ If prior written consent is required, have you ensured that the third party's inspection of the records is limited to the information specified in the consent form?

\_\_\_\_\_ Have you gotten a signed acknowledgment from the third party acknowledging that they have reviewed the records specified in the consent form?

\_\_\_\_\_ Have you kept a copy of the acknowledgment with the student's education records?

\_\_\_\_\_ If you have not received a signed acknowledgment of inspection, have you made a note of that and kept it with the student's education records?