



**Federal Educational Rights and Privacy Act (FERPA) for the  
YMCA Community Learning Center at  
Hamilton International Middle School**

As a Community Based Organization offering services to Seattle Public School students, the Hamilton International Middle School (HIMS) YMCA Community Learning Center (CLC) will be in compliance with the Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g ; 34 CFR Part 99). This law protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In order to best serve HIMS students and families it is important that we have parental consent to view student records. We use student information in the following ways:

- Distribute students Hawk Out of School Time (HOST) schedules and class updates
- Honor Roll Assemblies
- Hawk Pride Recognition
- Yearbook Distribution
- HAWK Lounge Lunch Attendance
- HAWK Stars Recognition
- HOST MVP's: HOST Most Valuable Participants
- Grade Level Field Trips
- HIMS Sports Transportation

Even if your student does not plan on attending HOST programs it is important for the Y to have this information, when taking into account that the Y provides other services that involve the entire HIMS population. If your child is going to be in HOST we MUST have access to this information in order to access contact information for parents and emergency contacts.

**Please complete the form and return it along with your start of school packet to the main office. Feel free to contact the YMCA CLC at (206) 252-5831 if you have questions.**

Liz Chase  
YMCA Community Learning Center at HIMS  
(206) 252-5831



## Community Based Organization Parent/Guardian Consent Form 2015-2016 Approval

\_\_\_\_\_

Organization/Agency Name

\_\_\_\_\_

Organization Contact Name

\_\_\_\_\_

Contact Email/Phone Number

### Consent to Release of Education Records Under the Family Education Rights and Privacy Act (FERPA)

I consent to the release of my child’s education records from the Seattle School District to the above listed agency.

I understand that education records include, but are not limited to:

1. Student name and contact information
2. Student Demographics: including Special Education status and 504 Status and race/ethnicity
3. Attendance History
4. Discipline History
5. Coursework and grades History
6. Test Scores History
7. Enrollment History
8. Assignment Grades
9. Upcoming & Missed Assignments

This release includes permission for agency staff to access my child’s academic records using an automated data feed through Seattle Public Schools.

I understand that the purpose of sharing these records is to keep \_\_\_\_\_ staff informed of my child’s academic program and progress. Agency staff will work with my child and/or his/her school in an effort to improve my child’s success at school. I acknowledge that I may revoke this consent by sending a written notification to the Seattle School District’s School & Community Partnership Department, MS: 32-159 P.O. Box 34165 Seattle, WA 98124.

This Release of Information will make the above-listed educational records, which includes historical student data, available to agency staff from the date of consenting signature until December 31, 2016.

I consent to Seattle School District releasing information to the above listed agency (please print clearly):

Parent/Guardian Signature (if youth is 17 or younger): \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Student’s Signature (if youth is 18 or older): \_\_\_\_\_

Today’s Date: \_\_\_\_\_

  

\_\_\_\_\_  
PRINT Student’s Name (First and Last name)

\_\_\_\_\_  
Student **Date of Birth**

  

\_\_\_\_\_  
**\*\*Student School District ID #**

**\*\*Student ID # can be found on student ASB card, report card, official school mailing, or by contacting your student’s school**

*For more information please refer to  
<http://tinyurl.com/SPSPartnerships>*