

The issue of giving access to student Skyward records to persons other than biological parents has come up several times lately. Given the power of Skyward as a student information system, we sought clarification from our legal counsel. Here is what we determine to be the protocol:

1. Ask what type of custodial and decision making rights the asking parent has, i.e. full custody, joint custody, full or joint educational decision making authority. Parent needs to provide copy from court demonstrating this right.
 - IF FULL CUSTODY, have custodial parent sign the informed consent form giving another designated party rights to receive records, etc.
 - IF JOINT CUSTODY, both the custodial parent and the ex-wife/ex-husband need to sign the informed consent form giving the step-parent rights to receive records, etc.
 - IF JOINT EDUCATIONAL DECISION MAKING, both parents need to sign the release form
 - IF FULL EDUCATIONAL DECISION MAKING, only the parent with this authority need sign the informed consent form.
 - IF IN DOUBT, have both parents sign the informed consent release form.

Be aware that custody (full, joint) needs to be verified by that portion of the court decree. Also be aware that physical custody does not in and of itself declare the custodial parent to have sole educational decision making authority over the child's data.

2. The Informed Consent Release Form is designed to do the following:
 - First and foremost to protect student educational data in accord with the Minnesota Government Data Practices Act.
 - Identify specifically who is being granted the right to receive, view a student's educational data.
 - Identify specifically who is granting the right to another party to receive a student's educational data.
 - Identify the length of time this right and/or consent is being granted (usually one academic year).

3. Informed Consent Release Form and Court Order

In all cases, a court order that clearly identifies who has the custodial decision making authority over a student's educational data, and/or clearly identifies who may or may not receive or view these data, shall trump the Informed Consent Release Form. Again, if in doubt, require either both parents to sign the informed consent release form, or have either parent produce a court order defining who has the authority to give release.

Should questions come up as to should you or should you not release a student's educational data, error on the side of the child and do not release the data until release authority has been granted by the building principal.

Mail Form or drop off to:

Sue Karsnia, Administrative Assistant
ISD 361, Central Office
1515 Eleventh Street
International Falls, MN 56649

Informed Consent Information Release Form

1. Name of parent(s) or person(s) in authority over a student's educational data:

Relationship to Student:

2. Documentation of authority and relationship:

Parent or Person ID: _____

Student Birth Certificate: _____

Other (e.g. *guardian ad litem*): _____

3. Name of Person Being Granted Access to Student Educational Data:

Name: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Relationship to Student: _____

4. Information Access Dates: From: _____ To: _____

I understand that I have the right and the authority to identify the above named person to access and review (student's name) _____'s educational data, and do hereby consent to allow access to the above named person for the time interval specified above.

_____ Date: _____

(Name of parent/guardian)

Submit completed form to student's building secretary.

Date data entered into Skyward _____

Copies to: Guidance Office

Building Principal