



**ACKNOWLEDGEMENT AND AUTHORIZATION TO
RELEASE AND EXCHANGE CONFIDENTIAL STUDENT INFORMATION**

Des Moines Public Schools partners with organizations to address the needs and/or to support the success of students and families. In order to do so effectively, Des Moines Public Schools and organizations need to be able to exchange information.

Des Moines Public Schools and organizations must have written permission from the parent/guardian of the student to release and exchange any information from the student record or other confidential information in regards to a specific student.

This document authorizes both the Des Moines Public Schools and

Organization Name (hereinafter called “organization”) to release and exchange information about:

Student Name, Date of Birth, DMPS Student ID Number

Information is being released or exchanged to:

- Refer student to organization for information or services
- Ensure that the student is receiving services
- Collaborate on a plan to serve the student and family
- Evaluate the effectiveness of the program or service

This information may include personally identifiable student information, information from the student’s education record, information shared by the student or family that is otherwise considered confidential but needs to be shared to address the needs and/or to support the success of the student or family.

Des Moines Public Schools and the organization agree to keep information exchanged confidential and will not re-disclose information without written consent.

By signing this document, I acknowledge that I have read and understand that I am authorizing Des Moines Public Schools and the organization to release and exchange information that may be considered confidential under state and federal law.

Parent or Guardian Name (please print)

Date

Parent or Guardian Signature