



Student Information Release and Referral Consent

Rainey Day Rising Scholars Program | Parent/Guardian or Eligible Student Authorization

Document status	Pilot Template July 2026
Prepared for	Rainey Day College Foundation, Inc. and participating school partners

IMPORTANT REVIEW NOTE. This is a customizable operational template, not legal advice. Each school or district should review it under applicable federal, state, local, procurement, and student-privacy requirements before signature or use.

Use this form only when a school will disclose identifiable information from a student's education records to RDCF. Complete all applicable fields; do not use a blanket or open-ended description of records.

A. Student and school information

Student legal name	_____
Preferred name	_____
Date of birth	_____
School / district	_____
Current grade	_____
Expected graduation year	_____
Parent / guardian name (if applicable)	_____
Parent / guardian email and phone	_____



B. Records authorized for disclosure

I authorize [SCHOOL / DISTRICT] to disclose only the items checked below to Rainey Day College Foundation, Inc. for the purpose stated in Section C:

- ☐ Student name and school contact information
- ☐ Grade level and expected graduation year
- ☐ GPA or confirmation that the student meets stated academic criteria
- ☐ Attendance or enrollment confirmation relevant to eligibility
- ☐ Counselor or educator recommendation
- ☐ College-readiness participation or milestone information
- ☐ Other specifically described record(s): _____

Do not include Social Security numbers, medical or disability records, detailed discipline records, financial-account information, immigration information, or complete transcripts unless separately reviewed and specifically necessary.

C. Purpose of disclosure

The records may be used only to determine or verify program eligibility, support a student referral, personalize college-readiness services, coordinate approved participation, and evaluate the program as described here:

D. Authorized recipient

Organization	Rainey Day College Foundation, Inc.
Program	Rainey Day Rising Scholars Program
Authorized role / contact	[NAME OR PROGRAM ROLE]
Secure delivery method	[APPROVED PORTAL / SECURE TRANSFER METHOD - NOT ORDINARY EMAIL]

E. Authorization terms

- ☐ I understand that signing is voluntary and that I may request a copy of this authorization.



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☐ I understand that this authorization does not guarantee acceptance, services, recognition, awards, scholarships, or financial assistance.

☐ I understand that I may revoke this authorization in writing before the records are disclosed, but revocation does not affect disclosures already made in reliance on it.

☐ Unless revoked earlier, this authorization expires on [DATE / EVENT], not later than [ONE YEAR] after signature unless a different period is approved under applicable law.

☐ RDCF may use the disclosed information only for the purpose above and will limit access to authorized personnel. Redisclosure is prohibited except as permitted by law or separately authorized.

☐ I understand that records received by a community organization may not remain protected by FERPA in the same way they were at the school, but RDCF agrees to protect and limit them under its agreements and policies.

F. Signature

☐ I am the parent or legal guardian of a student under 18.

☐ I am the student and am 18 or older or otherwise hold FERPA rights as an eligible student.

☐ Other legally authorized signer (describe): _____

Printed name	_____
Relationship to student	_____
Signature	_____
Date	_____
Email / phone	_____



G. School verification and disclosure log

For school use. Confirm the authorization is complete and signed before disclosure.

School official name and title	_____
Records disclosed	_____
Date disclosed	_____
Method of secure transfer	_____
Recipient confirmed	_____
Revocation received, if any	_____

Reference framework

Drafting references (accessed July 2026):

- U.S. Department of Education, FERPA and Volunteer and Partnership Organizations:
https://studentprivacy.ed.gov/sites/default/files/resource_document/file/ferpa-and-community-based-orgs_2021.pdf
- U.S. Department of Education, FERPA regulations and guidance:
<https://studentprivacy.ed.gov/ferpa>
- U.S. Department of Education, Privacy and Data Sharing resources:
<https://studentprivacy.ed.gov/privacy-and-data-sharing>
- U.S. Department of Education, Directory Information guidance:
<https://studentprivacy.ed.gov/content/directory-information>