

## **RECORDS REQUEST PROCEDURE FOR HARLAN COUNTY HIGH SCHOOL**

**Anyone requesting records from Harlan County High School must submit this request in writing to the school either in person, by mail or fax. This includes transcripts, birth certificates, social security cards, immunization records, or contents of the cumulative folder. The person requesting the records must have proof of ID. If request are mailed or faxed a notarized statement must accompany the request.**

**After two days the records may be picked up at the high school or will be mailed or faxed back to the person requesting the records.**

**Records will no longer be given out upon immediate request due to the length of time it takes finding older records from the former high schools.**

**School personnel will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.**

**Parents or eligible students may consent to the release of written documents by completing and signing forms devised by the educational institution identifying the records to be released, the date of the release, the party to whom the release is granted, and the purpose of the request.**

**Educational institutions shall not permit the release or disclosure of records, reports, or identifiable information on students to third parties other than directory information as defined in KRS 160.700, without parental or eligible student consent.**

**This is in keeping with Harlan County Board Policy and KRS 160.720 and KRS 160.700.**