

ATTACHMENT 2.05

GUIDELINES FOR RELEASING INFORMATION

The best-case scenario is for the school to help the family navigate establishing connections to community resources. That may look like explaining what options are available to the family, facilitating warm handoffs, and/or coordinating care with established providers.

A signed Release of Information is required to share any information about the student with outside agencies (with the exceptions of calling 9-1-1 or having a Child in Need of Care).

Be sure that the Release of Information form meets the requirements of FERPA as follows:

1. Specify the records that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the party or class of parties to whom the disclosure may be made.

Schools should be prepared to give the following information to providers:

1. Basic student information (age, grade, race, ethnicity, etc.)
2. Parent/guardian information (names, addresses, phone numbers, etc.)
3. Explain the school's concern, including the student's responses to the suicide screener.
4. Agencies that are currently involved in the student's care (names and information).

DISCLAIMER: The school district and/or staff is not responsible for any costs associate with the care that the student receives in the community.

A sample release of information can be found in *Attachment 2.06*. Schools may utilize the sample ROI or adapt it as necessary.