

MANSFIELD PUBLIC SCHOOLS  
MANSFIELD, MA

RELEASE FORM

The undersigned (student over 18 years or parent/legal guardian) gives permission for:

The Mansfield Public Schools to **forward records** or copies of records to (including permanent and temporary – health, special education, etc.) and communicate verbally with:

\_\_\_\_\_  
*Name of receiving party or institution*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Name of Student*

Please note that if the forwarding of these records is accompanied by the student's withdrawal, the following will apply:

Under section 34D, Chapter 71, pertaining to the Regulations Governing Student Records, it is understood:

“The temporary record of any student enrolled on or after the effective date (February 25, 1975), shall be destroyed (five) 5 years after the student transfers, graduates or withdraws from the school system.”

The written notice informs the undersigned that the temporary record will be destroyed after five (5) years and is duly notified that anything contained therein must be viewed or copied before the end of that five (5) year period.

Mansfield Public Schools to allow \_\_\_\_\_ to view his/her records  
*Name of Student*

(Students over 14 years old may view their records and just sign below for record keeping purposes.)

The Mansfield Public Schools to **send for records** and / or communicate verbally with:

\_\_\_\_\_  
*Name of party or institution from whom records are requested*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Name of Student*

\*\*\*\*\*Please note any restrictions:

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date