

## Career and Technical Student Organization Parent Release of Records and Information Consent Form

The Indiana Department of Education (“IDOE”) would like to collect data on activities and events taking place in classrooms, schools, and school related programs throughout the state.

The Family Educational Rights and Privacy Act (“FERPA”) requires the IDOE to obtain prior written consent from the parent, guardian, or eligible student before releasing any personally identifiable information about a student. The information requested will be used to calculate the impact Career and Technical Student Organization’s (“CTSO”) have on student performance.

Business Professionals of America is a CTSO dedicated to the enhancement of Career and Technical Education (“CTE”). BPA promotes student achievement, teamwork, and leadership in Business, Marketing, and IT Education. Data shows that students who actively participate in CTE and in outside of the school day activities are more likely to graduate and be successful, productive citizens. CTSOs are a prime example of such activities. The data collected will help to promote CTSOs and their positive impact on students.

---

I understand that this authorization is made pursuant to the Family Educational Rights and Privacy Act (“FERPA”), set forth in 20 USC §1232g and its regulation in 34 CFR Part 99 (as amended in 2012). Furthermore, I understand that this consent is made pursuant to 34 CFR 99.30(a), which requires that (1) the parent or eligible student’s consent specify the records to be disclosed, (2) state the purpose of the disclosure, and (3) identify the party or parties to whom the disclosure may be made.

**By signing this form, I grant the school my student attends, permission to disclose to the CTSO the following information. Furthermore, I grant permission to the CTSO to redisclose the following information to the redisclosure parties.**

1. **Records Disclosure:** Student Testing Number
2. **Disclosure Parties:** CTSO
3. **CTSO Redisclosure Parties:**
  - a. Indiana Department of Workforce Development
  - b. Indiana Department of Agriculture
  - c. Indiana Department of Education
4. **Purpose Of Each Disclosure:** Collect data to calculate the impact CTSOs have on student performance

All records and information regarding services will be protected by FERPA, which governs the exchange of confidential information. The exchange of information will be limited to the authorized staff of the CTSO and the aforementioned redisclosure parties. No individual student data will be released beyond that which is specified in this authorization.

This authorization, to receive services from the CTSO and to exchange confidential information, shall remain in effect for the period of my student’s enrollment in the CTSO, or until rescinded in writing. I understand that this release may be revoked by me at any time with a written request dated and signed by me, except to the extent that the CTSO has already acted in reliance upon this consent. Written revocations shall be sent to:

Debbie Darnell, IN State Advisor  
Business Professionals of America  
PO Box 912, Huntington, IN 46750  
Phone: 260-438-6618  
[debbie.darnell@indianabpa.org](mailto:debbie.darnell@indianabpa.org)

I understand the CTSO requires ten (10) business days to process my request. I understand that personal records are protected by FERPA and any additional disclosure or redisclosure, not authorized by this consent or otherwise permissible pursuant to federal or state law, is prohibited.

**I have read this authorization before signing below and I fully understand the contents, meaning, and impact of this release.**

Student Name: (Please Print) \_\_\_\_\_

Parent/Guardian Name/Eligible Student: (Please Print) \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_