



THIRD PARTY AUTHORIZATION FORM

To comply with FERPA and PPRA regulations, personal information from transcripts and additional items in a student file may only be released to the student, parent/guardian of record or another institution authorized and approved by the school. To fulfill a request, the student (if over 18) or parent/guardian must acknowledge and authorize the release of his/her records to the third party named below.

All third parties used by Montgomery Preparatory Academy have been verified and properly screened to ensure best practices

PLEASE COMPLETE THE INFORMATION BELOW, SIGN AND DATE

I, _____, authorize **Montgomery Preparatory Academy** to release the students personal information from transcript or additional file items to the third party named below. In accordance with FERPA and PPRA regulations, you may release my records.

ORGANIZATION NAME

NAME OF CONTACT:

ADDRESS:

CITY/STATE ZIP

I understand that this form does not serve as a standing order and that I will have to submit a new form each time I request a third party release of my records.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____