

RE: _____, Therapist

To whom it may concern:

We are withdrawing and revoking all authority for _____ to communicate by any means whatsoever with _____ School District entities or individuals regarding our child, _____, without prior written authorization from us, effective immediately upon receipt of this notice.

Sincerely,

Signature

Date

Addendum to Consent to Release Records and Information

To Whom It May Concern:

We sign the attached document authorizing the release of school, medical or other protected records intending that the Family Education Rights and Privacy Act and Michigan privacy and confidentiality laws be given full force and effect. As active members of our child's educational planning team, we are to be included in every step leading to the disclosure of records or information about our child. We want to be sure that the school has all the vital information needed to provide appropriate educational services to our child, while protecting our family's confidentiality and privacy rights.

The attached authorization is effective only when the following conditions are met:

1. A copy of this Addendum must be attached to all authorizations seeking disclosure of records or information.
2. Only educationally relevant information may be released or discussed.
3. Only information within the professional expertise of the disclosing professional may be released or discussed. [E.g., our child's neurologist may not provide information or opinions on our child's psychiatric or psychological condition or needs].
4. The school must give us advance, written notice of any school request for information before any information is released or discussed.
5. The school must give us advance, written notice of, and we must be given the opportunity to be included in, any meetings scheduled between school district and professional representatives to discuss our child's condition or needs.

6. We must be given copies of all documents or correspondence given to the school or the professional at the same time they are given to the school or professional.

7. Any breach of this Addendum constitutes the unauthorized release of information protected under federal and Michigan confidentiality and privacy law.

8. A photocopy of this signed Addendum is as valid as the original document.

Signature

Date