MSD: Student Release, Specific Authorization, and Records Access Distinction

A parent with physical custody or a court-appointed legal guardian with supporting documentation may authorize another person to access or pick up a student, but such authorization should be specific as to the person, purpose, and date or circumstances of release. Routine emergency-contact information does not override a court order or other legally controlling custody restriction.

Access to education records, authority to make educational decisions, and authority to physically remove a student from school are related but distinct issues. Records access shall be coordinated with FERPA, Policy FEC, and student records procedures; physical release during school hours shall be coordinated with Policy FJ and this policy.

Source: MSD Policy 6430, Access to Students and Student Interviews, approved 2024; MSD Policy 6030, Student Records, approved 2022.