

## Consent to Release – Request from an Individual

*An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

\_\_\_\_ David Glick, Director or Liz Sommerville, Human Resources Director, Designs for Learning before you sign it.

[entity contact person name and contact information]

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I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
[name of individual data subject] [name of government entity]

to release data about me to \_\_\_\_\_ as described on this form.  
[name of other entity or person]

1. The specific data I want \_\_\_\_\_ to release includes:  
[name of government entity]

\_\_\_\_\_  
[explanation of data]

2. I understand that I have asked \_\_\_\_\_ to release the data.  
[name of government entity]

3. I understand that although the data are classified as private at \_\_\_\_\_, the  
[name of government entity]

classification/treatment of the data at \_\_\_\_\_ depends on laws or  
[name of other entity or person]

policies that apply to \_\_\_\_\_.  
[name of other entity or person]

This authorization to release expires \_\_\_\_\_.  
[date/time of expiration]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [if needed] \_\_\_\_\_ Date \_\_\_\_\_