

Release of Information (ROI)

Did You Know?!

A Release of Information (ROI) can be for many reasons.

Did You Know?!

A school district may request a parent or guardian to sign a Release of Information (ROI) to speak with an outside service provider (counselor, occupational therapist, etc.).

Did You Know?!

Some school districts want a parent to sign a Release of Information (ROI) to look at any documents the parent has provided them.

Did You Know?!

The parent or guardian may decide what information they want to release and if they want to be involved in any verbal or written communication between the school district and outside service provider.

Perceptions can be different. A parent or guardian may have heard one thing from an outside service provider and the person from the school district may have heard something else.

It then becomes a "he said" "she said".

To avoid the "he said" "she said", write one of the following suggested statements onto the Release of Information (ROI) form **prior** to adding a signature and date. Keeping in mind the statement will probably need to be added between lines as no space will be given on the form.

- Hard copy documents **ONLY** may be shared. No verbal exchanges
- No verbal information may be shared unless the parent/guardian is a part of a conference call with both parties
- No information, verbal or written, may be shared unless the parent/guardian is a part of a conference call with both parties and is included in any email exchanges.