



# EXAMPLE

## LEA SUPERINTENDENT/CHARTER LEADER AUTHORIZATION

Please complete, scan, and return via email

Act 837 states that, "Nothing in this Section shall prohibit a school system employee employed at the school and a person authorized by the superintendent of the school system from having access to a student's records as may be necessary to perform his duties." This form permits LEAs to request the Louisiana Department of Education access student records to assist LEAs in performing their duties.

I have requested that the Louisiana Department of Education (LDOE) access student records for the purposes of:

I agree that the Department will have access to the following personally identifiable information elements:  
*List data elements.*

For the following students:

*List student name(s) and Louisiana Secure ID(s).*

I CONSENT to the LDOE accessing

student data listed above for the

purposes stated above.

<Enter site code & school name above>

Internal Use Only:

Date Received \_\_\_\_\_

Date(s)/Time(s) of Access \_\_\_\_\_

\_\_\_\_\_

Complete Date \_\_\_\_\_

\_\_\_\_\_  
Signature of LEA Superintendent/Charter Leader

\_\_\_\_\_  
LEA Superintendent/Charter Leader (please print)

\_\_\_\_\_  
Date