

## WCBVI Book Request Student Information Form

As you may be aware, the Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. According to the U.S. Department of Education, FERPA guidelines apply to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Due to FERPA rules, schools are not allowed to submit personally identifiable student records data for students served under IDEA via unsecured platforms.

Because of these Federal rules, please complete the following information from your WCBVI Book Request Form and submit by mail or fax to:

Marilyn Connolly, AIM Coordinator  
 WCBVI Book Request Student Info  
 1700 W. State Street  
 Janesville, WI 53546

**OR**

Fax: 608-758-6169  
 Attn: Marilyn Connolly: WCBVI Book Request Student Info

NOTE: If you requested more than three books for one student on your WCBVI Book Request Form, please complete additional Student Information Forms for that same student and submit them together. Please do not use the back of this form.

	Date Book Req Form Sent:	
	Requester Name:	
	Student Name:	
	Student Grade:	
	District Name:	
	Requested Book Title and ISBN:	
	Requested Book Title and ISBN:	
	Requested Book Title and ISBN:	