



Authorization for Release of Information for Billing to Charter Schools Individualized Educational Services

Client:

Parents:

Address:

Email:

Contact Phone:

Ed. Specialist: Jonathan Gush

Written parental / client consent shall be obtained before personally identifiable information is disclosed in writing or orally to anyone other than authorized employees specified by Individualized Educational Services. You need to know that:

- You choose which agencies shall exchange information.
- You may refuse to sign this exchange form.
- You have the right to review records.
- **This consent is good for one academic year**, unless you withdraw your consent before that time in writing.
- Information about your child and family is strictly confidential. Individualized Educational Services maintains records specifying the source of the information, the date and purpose of any disclosure, and with whom information was shared.
- The only time Individualized Educational Services would share without my permission is when there is:
 - Evidence of child or elder abuse or neglect
 - An individual presenting a danger to themselves or others
 - A court order requires disclosing the information

This release of information shall allow Individualized Educational Services to bill your Charter School on your behalf for services provided to your child. Your child's name, your contact information, and subject(s) for tutoring and/or assessment with your Enrichment Certificate Number(s) will be sent to the Charter School so they may remit payment to Individualized Educational Services.

This release of information does not allow release of tutoring content, performance of the child, nor information shared in confidence to a tutor at Individualized Educational Services. This information may be shared with the Charter School, but a second release of information must be drafted and signed allowing this information to be shared.

Agency / Person: Individualized Educational Services

Agency / Person: Heartland Charter School

Email: payments@ies-tutor.com

Email: HC-invoicing@inspireschools.org

Phone: (805) 477-9860

Address: 1740 Huntington Drive #205 Duarte, CA

Fax: (805) 642-7882

Phone: (626) 932-1802

Information to Release: Information to submit invoices to Heartland Charter Schools: Names, address, contact information, and / or enrichment certificate number(s).

Client, or Parent of underage Client

Date