



# CHRISTIAN LIBERTY ACADEMY SCHOOL SYSTEM

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A MINISTRY OF THE CHURCH OF CHRISTIAN LIBERTY SINCE 1967

## AUTHORIZATION FORM

CLASS guards its families' privacy by limiting access to student and family information to the parent or legal guardian as indicated on the enrollment application. A parent/legal guardian must use this form to give us permission to share private information with authorized third parties such as tutors, grandparents, or English-speaking surrogates. We will not respond to any inquiry made without your expressed written permission. We request that you make your Family ID and Student ID available to all *authorized* persons, but recommend that you carefully limit access to these numbers.

**Unless you list specific students, this form will apply to all students enrolled under your Family ID number.**

Name	Student ID	Name	Student ID
1 _____	_____	2 _____	_____
3 _____	_____	4 _____	_____

**In addition to myself, the following ADULTS (see † on back) may have information as indicated:**  
(Please indicate the level\* of access. If no indication is given, we will assume LEVEL 1, or *full* access.)

_____	<input type="checkbox"/> LEVEL 1 (Full)	<input type="checkbox"/> LEVEL 2 (Limited)	<input type="checkbox"/> LEVEL 3 (Minimal)	<input type="checkbox"/> REMOVE
PRINT full name				
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PRINT full name				

(Required) **X** \_\_\_\_\_  
**Signature of Parent or Guardian**      **Family ID or Student ID**      **Date \*\***  
 (as listed on the original application)

\* A description of the levels can be found on the back of this form.

\*\* This form, signed on this date, will supersede all authorization and/or consent forms previously submitted by you.

## EXPLANATION OF AUTHORIZATION LEVELS

- LEVEL 1** Full access to all account information and authorized to request changes at all levels. This includes address changes, withdrawal from the program, etc. (Usually the legal parent or guardian, or the English-speaking surrogate<sup>†</sup>.)
- LEVEL 2** May request curriculum adjustments or information. May have access to financial information such as balance owed or extension quarters paid. Includes level 3 privileges. (Usually the teacher or tutor if not legal parent or guardian.)
- LEVEL 3** May request certificate of enrollment or transcript records (e.g., divorced parent who is helping to pay but is not authorized to direct the education of the student).
- REMOVE** Was granted access by you at some previous date, but is no longer allowed access to your family or student information.

<sup>†</sup> CLASS materials are in the English language. Also, we require that the individual initiating any communications with CLASS concerning a particular student be the parent or legal guardian. Therefore, parents who are not sufficiently fluent in English to communicate with CLASS or to instruct, supervise, and evaluate their student, must appoint someone knowledgeable in English to provide the academic and administrative oversight required by CLASS policies. Such a person must be a responsible adult authorized by the parent or legal guardian and registered with CLASS by means of this authorization form.

CLASS policy prohibits underage students (under eighteen years old) who are enrolled in its programs from obtaining and/or changing information related to the family.