

IN THE CIRCUIT COURT OF THE  
SECOND JUDICIAL CIRCUIT IN AND  
FOR LEON COUNTY, FLORIDA

FAMILY LAW DIVISION  
CASE NO: XXXXX

IN THE INTEREST OF:

**LASTNAME, FIRSTNAME**  
**LASTNAME, FIRSTNAME**  
**LASTNAME, FIRSTNAME**

**DOB: XX/XX/XXXX**  
**DOB: XX/XX/XXXX**  
**DOB: XX/XX/XXXX**

MINOR CHILDREN \_\_\_\_\_ /

**ORDER AUTHORIZING ACCESS TO CHILD’S MEDICAL, PSYCHIATRIC, AND  
EDUCATIONAL RECORDS**

THIS CAUSE came on to be heard under Section 39.402, Florida Statutes (2014), concerning access to the medical, psychiatric, and educational records of CHILD 1, CHILD 2, CHILD 3, (hereinafter “Minor Children”).

The Court finds:

A. As to medical records and information:

Access to the Minor Children’s medical records and information is necessary to provide services to the Minor Children.

B. As to the psychiatric records and information:

Access to the Minor Children’s psychiatric records and information is necessary to provide services to the Minor Children.

C. As to educational records and information:

The department, its contract agencies, and the Guardian ad Litem program (“Child Welfare Agencies”) have been determined to be legally responsible, in accordance with state law and by virtue of prior orders of this Court, for the care and protection of the Minor Child(ren). Access to the Minor Children’s educational records and information is necessary to provide services to address the educational needs of the Minor Child(ren). The Child Welfare Agencies each need access to the educational record information described below:

Demographic information (student name; address, listed phone number, photograph; date/place of birth; participation in the officially-recognized activities/sports; height; weight, if a member of an athletic team; dates of attendance; date of graduation or program completion; diplomas, certificates, and awards received; and the most recent

educational agency or institution attended), student grades, daily attendance records, discipline records, cumulative grade point average (as available), immunization records, exceptional student education records, parent/guardian name(s), gradebook parent portal/pinpoint or other electronic access to the Minor Children's grades.

\_\_\_\_\_The Minor Child(ren)'s parent IS a party to this proceeding and will receive notice of this Order; therefore, additional notice to parent is not required.

Or

\_\_\_\_\_The Minor Child(ren)'s parent IS NOT a party to this proceeding; therefore, the parent is entitled to receive separate notice of this order in advance of compliance by the educational institution in accordance with federal law.

Therefore, it is **Ordered**:

\_\_\_ The Department of Children and Families, Big Bend Community Based Care, its contract agencies, and the guardian ad litem program are authorized to access the Minor Children's medical, and psychiatric, records and information for a period of one (1) year.

\_\_\_ The Child Welfare Agencies are authorized to access the Minor Child(ren)'s educational records and information described above until the Child Welfare Agencies are no longer legally responsible for the Minor Child(ren) or until further order of this Court. The Child Welfare Agencies may only redisclose educational record information to those individuals or entities engaged in addressing the Minor Child(ren)'s educational needs provided that such disclosure is in accordance with state and federal law affecting educational privacy rights.

\_\_\_ This order does not address the Minor Children's privacy rights to any of these records or information that may exist under Florida or federal law. The Minor Children may assert to this court any objection under privacy rights to the release of this information.

ORDERED on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at Leon County, FL.

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CIRCUIT JUDGE