

# The Book Works Education Advocates

## Consent to Participate and Access Records

[advocates@thebookworks.org](mailto:advocates@thebookworks.org)

Call or Text (502) 276-6136

### Who are Education Advocates?

Education Advocates assist high school age learners to return to school and complete their diploma. An advocate may, for instance, assist learners to:

- Set and reach educational goals
- Access education support and special education services
- Re-enroll in school or transition to a new school/program
- Determine which courses are needed to graduate
- Find support to make up credits and content
- Navigate disciplinary issues in a way that focuses on learning

Advocates may provide specific information about education options, services, or processes. However, this information is not legal advice and should be verified by the user.

### How will information about me be used by The Book Works?

The program may collect information on your education history, contact information, education and work goals, services requested or received, and demographic information. Sharing information and data with this program is voluntary. In accordance with the Family Educational Rights and Privacy Act (FERPA), all information will be kept private unless required by law. A student aged 18 or older must provide consent to have their own information accessed or shared. A parent/guardian must give consent to The Book Works to access information on or share information regarding their child under 18. A participant or parent/ guardian may revoke permission and participation at any time.

### Participant Consent

I understand the goals of this program and agree:

- The Book Works can share my information with other programs or services that align with my goals relating to the following areas:

\_\_\_\_\_

- The Book Works can talk with trusted adults about my goals and needs.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Under age 18: Yes \_\_\_ No \_\_\_

### Parent Consent (under 18 years)

I understand the goals of this program and give consent for Education Advocates to assist the participant to reach their education goals. To access specific information on the education history of the participant, The Book Works may request additional permissions.

Guardian Signature (under 18 years): \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Contact: \_\_\_\_\_ Phone: \_\_\_\_\_