



REQUEST FOR STUDENT RECORDS

Requested by: BFA Guidance Department

Title: Guidance Secretary

Date _____

___The following student is considering registering at our school. (Please fax preliminary records)

___The following student will be registering at our school on _____. (Please fax circled records & mail permanent file)

Student Name _____

Date of Birth _____

Grade _____

Previous school _____

Previous school address _____

Previous school phone _____ Previous school fax _____

Records should include:

___Current grades

___Discipline record

___Guardianship/Custodial

___Transcript

___Special Educational records (if
applicable)

records

___Test scores

___Health record

___Vermont State Student ID #

Send Date _____ Via _____ Student ID # _____

Enrollment Appt Date/Time _____ with _____

Additional comments or information needed:-

Parent/Guardian signature _____ Date _____

According to the Final Regulation-Family Educational Rights and Privacy Act (Buckley Amendment), date June 17, 1976, *it is no longer necessary to obtain written consent to release records between schools*. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without written consent for such release.