



# HUENEME ELEMENTARY SCHOOL DISTRICT

205 N. Ventura Road, Port Hueneme, CA 93041-3065  
www.huensd.k12.ca.us • 805-488-3588 • FAX 805-488-1779

## **Request for Student Record Information**

**District will make every attempt to provide requested records within 10 working days**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Person Requesting \_\_\_\_\_

☐ Self (if 18 yrs. or over) ☐ Parent ☐ Guardian ☐ Other \_\_\_\_\_

School Attended \_\_\_\_\_ Dates Attended \_\_\_\_\_ Grades \_\_\_\_\_

School Attended \_\_\_\_\_ Dates Attended \_\_\_\_\_ Grades \_\_\_\_\_

School Attended \_\_\_\_\_ Dates Attended \_\_\_\_\_ Grades \_\_\_\_\_

### **Information Requested:**

☐ Grade History

☐ Health Record

☐ Enrollment Confirmation

☐ Special Education

☐ Other \_\_\_\_\_

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**RELEASE RECORDS TO:**

☐ PICKUP

☐ MAIL

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

Address or Name of Agency: \_\_\_\_\_

(If Agency, you must provide I.D. and Subpeona for the release of Student Records)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Return completed form with a copy of a valid I.D. or Driver's License

**Please Note: A copy of the records will not be released without proper identification or documentation.**