

**Request for Educational Records****THIS FORM IS TO BE USED BY THE SCHOOL OF CURRENT ATTENDANCE TO REQUEST  
EDUCATIONAL RECORDS FROM THE SCHOOL OF PREVIOUS ENROLLMENT.**

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*(Date)*

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*(School Last Attended)*

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*(Address)*

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*(City, State, ZIP)*

Please send the educational records of the following student(s):

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<i>(Student Name)</i>	<i>(Grade)</i>	<i>(Birthdate)</i>
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<i>(Student Name)</i>	<i>(Grade)</i>	<i>(Birthdate)</i>
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<i>(Student Name)</i>	<i>(Grade)</i>	<i>(Birthdate)</i>
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☐ Please include any/all special education records.

☐ Please include disciplinary records with regards to suspension and expulsion.

These records should be sent to the following address:

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*(Present School)*

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*(Address)*

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*(City, State, ZIP)*

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**Principal/Designee's Signature**

This transfer is provided for in the Family Educational Rights and Privacy Act, as amended. Regulations do not require an acknowledgment from the parent or eligible student that s/he has received notification before records may be released to other educational institutions.

**RELATED PROCEDURE:**

09.14 AP.231

Review/Revised:6/27/2006