

**REQUEST FOR STUDENT RECORDS**

Date \_\_\_\_\_

To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is (1) to other school officials, including teachers, within the educational institution or local educational agency who have been determined by the agency or institution to have legitimate educational interests; (2) to officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth. Note Federal Register, Part 11 HEW-Privacy Rights of Parents and Students. Final rule on education records. Vol. 41, #118-24573

St Mary IC School has enrolled the following students in our school.

Student Name

Grade

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send us cumulative folder including Special Education, behavioral, confidential, and attendance records, a transcript of all grades, credits, health records and immunization card through date of withdrawal.

Please forward records to the above named school and address. Thank you for your prompt attention to this request.

\_\_\_\_\_

Date \_\_\_\_\_

Principal or Designee

Parent Signature \_\_\_\_\_