

# Request for Student Records

Date of Request: \_\_\_\_\_

## Originating School or Institution

Name of Previous School or Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Student's Information

Legal Name: Last   
First   
Middle

Birth Date: \_\_\_\_\_ Colorado ID # (SASID#): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Last date of attendance (approx.): \_\_\_\_\_

Signature of Parent/Guardian (if available) \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

### The following records are hereby requested:

- |  |  |
|--|--|
| <input type="checkbox"/> Transcripts or report cards                       | <input type="checkbox"/> Discipline records            |
| <input type="checkbox"/> Test data / standardized test scores              | <input type="checkbox"/> Immunization records          |
| <input type="checkbox"/> English Language (ELL) test score (if applicable) | <input type="checkbox"/> Health / medical records      |
| <input type="checkbox"/> List of courses and grades at time of withdrawal  | <input type="checkbox"/> Sports physical documentation |
| <input type="checkbox"/> Attendance records                                | <input type="checkbox"/> Psychological records         |
| <input type="checkbox"/> Individual Literacy Plan (if applicable)          | <input type="checkbox"/> Sociological records          |
| <input type="checkbox"/> IEP (Individual Education Plan) if applicable     | <input type="checkbox"/> Copy of birth certificate     |
| <input type="checkbox"/> 504 Plan (if applicable)                          | <input type="checkbox"/> Other _____                   |

### Signature of Requesting School Representative:

Signature

Title

Date

### PLEASE MAIL TO:

Red Hill Elementary  
PO Box 1009  
Gypsum, CO 81637  
Phone: (970) 328-8970  
Fax: (970) 328-8975  
Maribel.maciasgutierrez@eagleschools.net

*The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.*