

To: \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Please be notified that we have received a written statement that a student, \_\_\_\_\_  
(*full legal name of student*), who previously attended \_\_\_\_\_ Community  
School District, intends to enroll in \_\_\_\_\_ Community School District.

Please be further notified that the official student records of a student, \_\_\_\_\_  
(*full legal name of student*), which were previously held by \_\_\_\_\_  
Community School District, have been transferred to \_\_\_\_\_  
Community School District.

The records may now be accessed by contacting the records custodian at \_\_\_\_\_  
Community School District.

If you desire a copy of such records furnished, please check here \_\_\_\_\_, and return this form to  
the undersigned at \_\_\_\_\_ Community School District. A reasonable  
charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the  
privacy or other rights of the student, you have the right to a hearing to challenge the contents of  
such records.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

Approved: 03/15/04

Reviewed: 12/22/08; 11/28/16

Revised: 12/18/13