

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; 6/27/22; 6/23/25

Revised: 12/18/13