



2146 24th Place NE
Washington, DC 20018
Bryan Daniels, Assistant Principal

Student Records Request Form

School: _____

School #: _____

Address: _____

Phone: _____

Fax: _____

Student's Name	Student ID #	DOB	Grade
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Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 14673). Therefore, please furnish us with the following information in order to provide the proper placement of this student.

- A. All subjects and grades for the current school year plus withdrawal grades, including final grades for previous school years along with an explanation of your grading system.
- B. Standardized test records and scores.
- C. Immunization and Health records.
- D. Psychological/Physiological reports.
- D. IEP/504 or Specialized service plans.
- E. Discipline Records/Folder
- E. Any other data pertinent to understanding the student's individual needs.

Sending School Official's Signature _____ Title _____ Sent Date _____

Receiving School Official's Signature _____ Title _____ Received Date _____

