



## **REQUEST FOR STUDENT RECORDS**

TO: Deputy Superintendent  
OR  
Principal of \_\_\_\_\_ School

RE: NAME OF STUDENT: \_\_\_\_\_

BIRTHDATE OF STUDENT: \_\_\_\_\_

This is your authority to provide to \_\_\_\_\_  
(name of official, if available)

of \_\_\_\_\_ any information he/she  
(name of school/company/institution)

may request relating to my son/daughter.

The information that may be released shall include, but is not limited to, all information relating to his/her schooling including all school records, scholastic marks, progress notes, reports of any aptitude, intelligence and/or psychological testing, opinions and any other knowledge and information which is relevant to my son/daughter.

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

PLEASE INDICATE THE MAILING ADDRESS TO WHICH  
THE INFORMATION SHOULD BE FORWARDED:

\_\_\_\_\_  
\_\_\_\_\_