

D. C. EVEREST AREA SCHOOL DISTRICT
Administration: 6300 Alderson St., Schofield, WI 54476, PH: (715) 359-4221, FAX: 359-2056

REQUEST FOR TRANSFER OF STUDENT RECORDS

On _____ we are requesting
(Date) from _____
(Name of Previous School/School District)

(Address and Phone Number of Previous School/School District)

the release of pupil records for:

Name: _____ DOB _____

to be sent to the attention of:

School _____

Address _____

PROGRESS RECORDS:

- _____ Statement of courses taken
- _____ Grades
- _____ Attendance Record
- _____ Statement of Extracurricular Activities

BEHAVIORAL RECORDS:

- _____ Psychological Tests
- _____ Standardized Achievement Tests
- _____ Health Records
- _____ Other:

You are authorized to forward the above students' records (Progress and Behavioral) by this official notification of student enrollment, within five days of this request.

- Wisconsin Statutes 118.125(4) and Federal Regulation Section 99.31/34.

Parental Permission (signature) is no longer required when records are requested by authorized school personnel.

- Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673.

Exhibit Adopted: 4/26/77
Exhibit Revised: 7/24/95
RWD:mja

BOARD OF EDUCATION
D.C. Everest Area School District
6300 Alderson Street
Schofield, Wisconsin 54476