

ASPEN ELEMENTARY
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TRANSFER OF STUDENT RECORDS FROM EDUCATIONAL FACILITIES

PURPOSE: To obtain student records and information necessary for appropriate educational program planning from schools in which a student has previously been enrolled.

Note: The Family Educational Rights and Privacy Act (FERPA) indicates that a parent signature is not required for education records sent to another educational agency in which the student seeks or intends to enroll. 34 CFR Sec. 99.31(a)(2)

The student named below is currently enrolling in a Los Alamos Public School.

Date: _____

Student Name: _____ Birthdate: _____

School last attended: _____

Address: _____

School Phone: _____ School Fax: _____

Requesting School: _____

Please send all school records including grades, transcripts, standardized test scores, English proficiency scores, health records, Individualized Educational Plans(IEP_, diagnostic and ancillary evaluations.

If the student's file contains third party information that you are currently not forwarding to us, please list the sources below so that we may contact them directly to request records.

School Rep. Printed Name and Title

Signature