

**STUDENT RECORDS**  
**(Request for Education Records)**

***This form is to be used by the school of current or prospective attendance to request education records from the school of previous enrollment.***

Date: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

Address: \_\_\_\_\_

Please send the education records of the following student(s):

Student Name	Grade	Birth Date

These records should be sent to the following address:

Present School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Designee

**This transfer is provided for in the Family Educational Rights and Privacy Act of 1974; 34 C.F.R. § 99.31 (1) and (2).**

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FILE: JO-AF5

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 11/20/2000

Clinton School District #124, Clinton, Missouri