

CLARK COUNTY PUBLIC SCHOOLS

Request for Educational Records

THIS FORM IS TO BE USED BY THE SCHOOL OF CURRENT ATTENDANCE TO REQUEST EDUCATIONAL RECORDS FROM THE SCHOOL OF PREVIOUS ENROLLMENT.

(Date)

(School Last Attended)

(Address)

(City, State, Zip)

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

(Student Name)

(Grade)

(Birth date)

(Student Name)

(Grade)

(Birth date)

(Student Name)

(Grade)

(Birth date)

***Please include disciplinary records with regards to suspension and expulsion.**

These records should be sent to the following address:

(Present School)

(Address)

(City, State, Zip)

Principal/Designee's Signature

This transfer is provided for in the Family Educational Rights and Privacy Act of 1974. Regulations do not require an acknowledgement from the parent or eligible student that s/he has received notification before records may be released to other educational institutions.