

# School District Records Request Template

Use this template to request official student records from a school district. This form can be filled out digitally and printed, or printed directly to be completed by hand.

## 1. Requester Contact Information

Full Name of Requester:

Relationship to Student:

Mailing Address:

Phone Number:

Email Address:

## 2. Student Information

Student Full Name (at time of enrollment):

Date of Birth:

Last School Attended in District:

Approximate Dates of Attendance:

Last Grade Level Completed:

## 3. Records Requested

Please write "Yes" next to all the record types you require, or provide specific details.

Academic Transcripts / Report Cards:

Special Education Records (IEP / 504 Plans):

Standardized Test Scores:

Immunization and Health Records:

Other Records (Please specify):

## 4. Delivery Preference

Preferred Delivery Method:

Delivery Address / Email Address:

## 5. Authorization and Signature

I hereby certify that I am authorized to request and receive these records under the Family Educational Rights and Privacy Act (FERPA).

Signature of Requester (Sign after printing):

Date: