

**BILLINGS PUBLIC SCHOOLS
BILLINGS, MONTANA
REQUEST FOR TRANSFER OF 7-12 STUDENT RECORDS**

Student Name _____ Date of Request _____

Date of Birth _____ MT State ID Number _____ Grade _____

The above-named student has enrolled in our school district at the school identified below. We are requesting you forward **ALL** educational records (**to include cumulative, special education, confidential, behavior plans, health plans, 504 plans and behavior/discipline records**). Please send the records to the address below. If you have any questions, please contact the requesting school below.

School _____ Attention _____

Mailing Address _____

Phone _____ Fax _____ Fax _____

Former High School _____

Attention _____ Phone _____

Address _____

In addition to the above request, please fax the **Montana State ID Number** and the following records to assist us in appropriately placing the student.

- | | |
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| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> IEP/CST Forms |
| <input type="checkbox"/> Immunization Records | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Withdrawal Grades |

Signature of Parent, Guardian (or Student if over 18 years)

YOU ARE HEREBY AUTHORIZED TO FURNISH WRITTEN INFORMATION, AS INDICATED BY THE ITEMS CHECKED ABOVE REGARDING THE ABOVE-NAMED YOUTH. SB15 REQUIRES A CERTIFIED COPY OF A STUDENT'S PERMANENT FILE AND SPECIAL EDUCATION RECORDS BE SENT TO THE REQUESTING SCHOOL WITHIN **FIVE DAYS** AFTER RECEIVING A WRITTEN REQUEST. IF THE RECORDS CANNOT BE FORWARDED WITHIN FIVE DAYS, AN EXPLANATION AS TO WHY THE REQUEST CANNOT BE COMPLIED WITH SHOULD BE PROVIDED. **A DISTRICT MAY NOT REFUSE TO TRANSFER RECORDS BECAUSE A STUDENT OWES FINES OR FEES.** RECORDS TO BE TRANSFERRED MUST INCLUDE THE STUDENT'S PERMANENT FILE, SPECIAL EDUCATION RECORDS AND ANY EDUCATIONALLY RELATED DISCIPLINARY ACTIONS TAKEN AGAINST THE STUDENT EFFECTIVE 7/10/97. **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT) DATED JUNE, 1976, NO LONGER REQUIRES PARENTAL CONSENT TO RELEASE STUDENT RECORDS BETWEEN SCHOOLS.** THESE RULES STATE: SCHOOL OFFICIALS IN SCHOOL SYSTEMS IN WHICH THE STUDENT MAY INTEND TO ENROLL, MAY RELEASE AND RECEIVE STUDENT RECORDS WITHOUT WRITTEN CONSENT FOR SUCH RELEASE.