

East Layton Elementary
2470 East Cherry Lane
Layton, Utah 84040
Phone 801.402.3250 Fax 801.402.3251

RECORDS REQUEST

Last School Attended

Name of School

Address

City, State, & Zip Code

Please forward all available records pertaining to the following student(s)

Student Name	Birthday Date	Current Grade
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Student Name	Birthday Date	Current Grade
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Student Name	Birthday Date	Current Grade
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Additional Notes

Please forward all records to:
East Layton Elementary
2470 East Cherry Lane
Layton, Utah 84040

According to the education amendments of 1974, school officials, including teachers within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release. (Section 438, subsection (b) (1) parts A and B, page 97.)