

Ryck Astle
Principal

Julie Barlow
Assistant Principal

Adam Thompson
Assistant Principal

Alan Smith
Assistant Principal



LAYTON HIGH SCHOOL

To Whom It May Concern:

Request for Cumulative Records

TO:

This certifies that the student(s) named below have enrolled at Layton High School. Please forward the academic records to the date of withdrawal for the following student(s):

Name:

DOB:

Grade:

Please include the following information:

- Official Transcript
- Withdrawal Grades
- Birth Certificate
- Immunization Records
- Explanation of grading system
- Special Education Records (if applicable)

Please forward all records to: Layton High School

Attn: Cynthia Webb, registrar
440 Lancer Lane
Layton, UT 84041

Thank you for your attention to the matter.

Cynthia Webb
Counseling Secretary/Registrar
801-402-4808
Fax: 801-402-4823

The Federal Law 9931 allows for educational records to be sent to other educational agencies without the parent's signature requirement.

Withholding of records is prohibited under State of Utah Code 53-7a(1) and (1). State Board of Education rule #R300-407-5C and USOE R277-7093A. Transcripts cannot be withheld due to failure of the student to pay fines or other charges.

1st request: _____ 2nd request: _____ 3rd request: _____ 4th request: _____

440 Lancer Lane Layton, Utah 84041
Office. (801) 402-4800 option 3 Fax: (801) 402-4823 www.davis.k12.ut.us/hs/710