



615 Snow Avenue
Richland, WA 99352
(509) 967-6000

Request for Student Records

Previous School Name: _____

Previous School's Street Address: _____

Previous School's City, State, Zip Code: _____

Previous School's Phone Number: _____ Fax Number: _____

STUDENT'S NAME _____

DATE OF BIRTH _____ STUDENT'S GRADE _____

Records to be FAXED by the previous school ASAP:

- Immunization Care
- Withdrawal form with SSID (Washington State Student ID Number)
- Academic Transcript – Current Grades and List of Classes
- Discipline/Counseling records

Records to be mailed by the previous school:

- Attendance records and any interventions attempted to resolve attendance issues
- Standardized test results including MAP Score (Measurement of Academic Progress)
- Health/Medical/Birth Certificate
- Special Program Placement Data
- Official Transcript

PLEASE SEND RECORDS TO:

RICHLAND HIGH SCHOOL
930 LONG AVENUE
RICHLAND, WA 99352

Shelly, Baker @ rsd, edu

PLEASE FAX ALL SPECIAL EDUCATION RECORDS TO (509) 943-0308.

The Family Educational Rights and Privacy Act (FERPA) no longer requires parental permission when authorized school personnel request records.

March 2019