



Millcreek Township School District
3740 W 26th St., Erie, PA 16506
Authorization for Exchange and Release of Records

Child's Full Legal Name: _____
(First/Middle/Last)

Grade Entering: _____ Birth Date: _____

PREVIOUS SCHOOLS:

List School Name, starting with most recent FIRST:

1. School Name: _____ City/State: _____
Phone #: _____ Fax #: _____
All grades attended at this school: _____ Dates attended at this school: _____

2. School Name: _____ City/State: _____
Phone #: _____ Fax #: _____
All grades attended at this school: _____ Dates attended at this school: _____

SCHOOL OFFICE ONLY-DO NOT WRITE BELOW THIS LINE

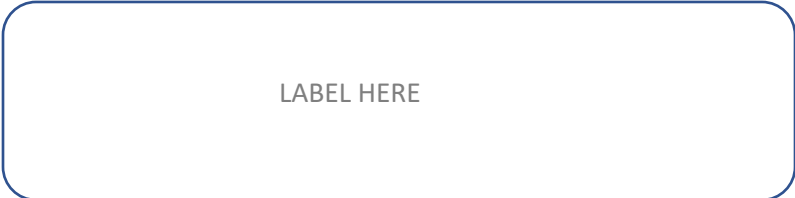
Please release the following information:

- | | | |
|------------------------------------|--------------------------|--|
| _____ Permanent Record | _____ Custody Papers | _____ Discipline Records |
| _____ Transcripts | _____ Report Cards | _____ Withdrawal/In-progress grades |
| _____ Grading Scale | _____ Attendance Records | _____ Special Education Documentation |
| _____ Immunizations/Health Records | | _____ Keystone or other State Mandated testing |
| _____ 339 or Career Readiness Plan | | _____ Other: _____ |

Please return the above information to:

Date requested: _____

Date received: _____



Student Education Records:

Upon enrollment, MTSD will contact the student's former school for a copy of the student's education records. The former school district or charter school, if within this Commonwealth, is required to respond by forwarding the records within ten (10) business days of the date upon which a student's records are required by another Commonwealth school district or charter school. School districts shall enroll students within five (5) business days regardless of receipt of records from the previous district. 22 Pa. Code §11.11(b).

According to the final regulations- Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, and Act 26 of the Pennsylvania School Code, 1995, it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS REQUEST