



# Nonresident Tuition Program

## Release of School Records

### Attention Parent/Guardian:

Please complete the following information and return this form, along with your other application materials, to the Francis Howell School District – Attn: **Enrollment Services**, 4545 Central School Road, Saint Charles, MO 63304.

**Please do not give this form directly to your child's current school.**

I hereby authorize the release of any pertinent information pertaining to my child to the Francis Howell School District.

_____ Student Name	_____ Date of Birth
_____ School Attended/Attends	_____ Date Last Attended
_____ School Address	_____ Current Grade
_____ City, State, ZIP	_____ School Phone Number
_____ School Fax Number	
_____ Parent or Guardian Signature	_____ Date

**Parents: Please do not write below this line; for school registrar use only.**

### Attention School Registrar:

Please send the entire record of the student listed above. Items to include are:

- Academic records including classes taken, grades, grade level completed, schools attended and standardized test scores
- IEP/504 records (Special Education)
- Medical records
- Discipline and attendance records

**If there are no disciplinary records on file for this student, please complete the following:**

School Registrar (Printed Name): \_\_\_\_\_

School Registrar (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Please send the requested information to:**

Francis Howell School District – **Attn: Enrollment Services**

4545 Central School Rd

Saint Charles, MO 63304-7113

Fax: (636) 851-4091

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