

UPPER ADAMS SCHOOL DISTRICT
REQUEST FOR TRANSFER OF EDUCATIONAL & DISCIPLINARY RECORDS

TO: School Name: _____

Address _____

Phone: _____ Fax: _____

FROM: ☐ Arendtsville Elementary School
136 Fohl St., P. O. Box 340
Arendtsville, PA 17303
Phone: (717) 677-4300
Fax: (717) 677-6432

☐ Bendersville Elementary School
137 Rampike Hill Rd., P. O. Box 447
Bendersville, PA 17306
Phone: (717) 677-3300
Fax: (717) 677-9385

☐ Biglerville Elementary School
3270 Biglerville Road
Biglerville, PA 17307
Phone: (717) 677-5200
Fax: (717) 677-0101

☐ Upper Adams Middle School or
Biglerville High School
161 N. Main St., P. O. Box 847
Biglerville, PA 17307
Phone: (717) 677-7191
Fax: (717) 677-0142

RE: Student Name: _____ Grade: _____ DOB: _____

The student referenced above recently enrolled in our school. Please forward the following:

1. All academic records, including the student's most recent report card;
2. All health records including the current immunization record;
3. Any psychological, psychiatric, or confidential records;
4. Special education records including NORA, MDT reports, and/or current IEP;
5. Discipline records (see request below); and
6. **Pennsylvania Secure ID number** (if coming from a PA School) _____

I acknowledge notification of this transfer of records as required by the Family Educational Rights and Privacy Act of 1974 and understand that I have a right to receive a copy, at my own expense, if requested, and have an opportunity for a hearing to challenge the content of the records. I understand that the information transferred will be treated in a confidential manner and will not be transmitted to a third party without my consent.

Parent/Guardian Signature: _____ Date: _____

Current Address: _____

_____ **CERTIFIED DISCIPLINARY RECORDS REQUEST** _____

The Upper Adams School District has received a request from the parent/guardian of the above-mentioned student to enroll in our district. Under Section 24 PS 13-1305-A of the School Code regarding Transfer of Records, it states: *Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred. The school entity to which the student has transferred should request the record. The sending school entity shall have ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record.*

Please complete: ☐ Student has had no disciplinary record at this school
☐ Student's certified disciplinary record will be forwarded with other records

Certified by: _____ Title: _____