



LAYTON HIGH SCHOOL

DAVIS SCHOOL DISTRICT

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: Launa Billings
440 Lancer Lane
Layton, UT 84041

Thank you for your attention to the matter.

Launa Billings
Counseling Secretary/Registrar
lbillings@dsdmail.net
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 R277-709-3A. Transcripts cannot be withheld due to failure of the student to pay fines or other charges.

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