



Wyoming City Schools Request for Double Mailing of Student Records

Date Requested: _____

Name and Grade of Student(s):

Name and Address to which duplicate records should be sent:

- **The above request is permanent.** Any revocations or changes must be made in writing via the completion of an updated form and provided to the appropriate building personnel:
 - WHS (9-12):** Guidance Office Administrative Assistant
 - WMS (5-8):** WMS Principal's Administrative Assistant
 - Primary (K-4):** Primary Building Administrative Assistant
- It is not the school's responsibility to contact non-custodial or non-residential parents. In the event of shared custody between Wyoming residents, parents or the court must designate a primary "parent of record for school purposes".
- This request pertains only to student records that are delivered via the U.S. Postal Service.
- It is not the responsibility of the schools to share hand-carried material the student brings home from school. It is the responsibility of the parents to communicate with one another in the interest of the student about homework, teacher notes and phone calls from the teacher, counselor, nurse and/or administrator.

Signature(Parent/Guardian): _____