

REQUEST TO OTHER EDUCATIONAL AGENCIES FOR RELEASE OF STUDENT INFORMATION TO THE DOUGLAS COUNTY SCHOOL DISTRICT RE. 1

Please send all designated records to:

HERITAGE ELEMENTARY SCHOOL

3350 Summit View Parkway
Highlands Ranch, CO 80126
(303) 387-6725

FAX Phone: (303) 387-6726
Registrar Phone: (303) 387-6729

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

I HEREBY AUTHORIZE:

Name of School: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Phone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

TO RELEASE THE FOLLOWING RECORDS TO THE DOUGLAS COUNTY SCHOOL DISTRICT:

- Official Administrative Record (name, address, birth certificate, grade level completed, grades, grading scale, credits earned, attendance, discipline)
Scholastic/Achievement Record
Intelligence and Aptitude Test Scores
Standardized Test / ACT / SAT Data
Discipline File, including record of Suspension / Expulsion
Medical / Immunization Records
Personality and Interest Test Scores
Special Education / Section 504 / ILP Records
Gifted & Talented
Other \_\_\_\_\_

Has the above-mentioned student ever been suspended?

Yes No If Yes, please explain: \_\_\_\_\_

Has the above-mentioned student ever been expelled or recommended for expulsion?

Yes No If Yes, please explain: \_\_\_\_\_

Has this student received any previous testing, evaluations or services in any of the following areas?

- Individual Education Plan (IEP) Disability Area: \_\_\_\_\_
Individual Literacy Plan (ILP)
Counseling
Gifted and Talented
504 Services
Psychological
Other \_\_\_\_\_

FALSE INFORMATION ON THIS FORM MAY JEOPARDIZE THE STUDENT'S ENROLLMENT IN SCHOOL.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: (circle one) Parent/Guardian Student (18 years and older) Registrar Other \_\_\_\_\_

According to the Family Educational Rights and Private Act, a student's education records can be disclosed without parental consent to school officials of another school or school system where the student seeks to enroll. Under limited circumstances, Colorado law allows withholding only of a student's diploma, transcript, or grades for unpaid book fees. All other records must be provided.

(Office Use Only)
Records Requested \_\_\_\_\_ By \_\_\_\_\_ Via FAX \_\_\_\_\_ Via Mail \_\_\_\_\_ Received Records \_\_\_\_\_