



Woodinville High School
Northshore School District No. 417
19819 136th Ave NE • Woodinville, WA 98072
(425) 408-7400 • FAX (425) 408-7402

**Email this completed form August 1 through June 30 to rporter2@nsd.org (July 1 through July 31 email to whsoffice@nsd.org)*

Consent to Release Student Records from Woodinville High School

Notice: Student records obtained under this request remain subject to the requirements of the Federal "Family Educational Rights and Privacy Act of 1974," which requires written parent or student consent before the records may be shared with any other party.

Woodinville High School may release the following student records: *(Please Print)*

Last Name		First Name		Middle Initial	(Alumni Full Name when attending, if different)	
Street Address			City		State	Zip Code
E-Mail Address						
Student #	Current Grade	Class of	Birthdate	() Home or daytime Phone Number	Grad Year or Last Year Attended Former Students Only	

A) **Record(s) Requested:** Transcript _____ Other: _____ *(Contact College Board or ACT directly for Test Scores)*

B) **List colleges or institutions for which you are requesting records.**

1.	Name of Institution	Address/State/Zip	Institution Email Address
2.	Name of Institution	Address/State/Zip	Institution Email Address

C) **Copies for personal use, insurance, and/or scholarships:** _____ *(indicate # of copies)*

D) **Record(s) are requested to be processed by:**

☐ Email to student, parent, or institution(s) as listed above (Mail, email*, or fax this form to WHS)
☐ Mail to student or institution(s) as indicated above (Mail form to WHS and provide a self-addressed envelope with postage to mail.)

E) **Requested by:** _____ Student/Alumni _____ Parent/Guardian (only if student is under 18)

F) **Alumni Request:** Please provide a copy of your government issued photo ID (ex. driver's license or passport) to process your request.

G) **Sign and date for records requested:** _____
Signature Date

For Office Use Only: Alumni over 18 must request their own records.

Prepared by: _____ Date Mailed/Emailed: _____