

REQUEST FOR STUDENT RECORDS

Date: _____

Student Information

Last	First	Middle	Date of Birth
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Name of last school attended: _____

School Address: _____

The student listed above has enrolled at a school within Fairfax County Public Schools. We are respectfully requesting that you please mail, fax, or email the following records within 5 business days:

- Academic
- Discipline
- Health
- Legal
- English learner services (ELP/WIDA scores)

If the student has been identified as a student with a disability, please release the following additional information:

- 504 Qualification
- 504 Plan
- Current IEP
- Current special education eligibility
- Most recent evaluations (psychological, educational, sociocultural, or any related services assessments)

Request sent by: _____ Phone: _____

Parent/Guardian or School Official Signature

Date

Parental permission is not required when records are requested by authorized school personnel.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): Other schools to which a student is transferring.

Please send to: _____

Address: _____

Email: _____

Fax: _____