



# WALLENPAUPACK AREA SCHOOL DISTRICT

2552 Route 6  
Hawley, PA 18428-7045  
(570) 226-4557 ext. 3000  
Fax: (570) 226-0638

## Request for Student Records

To the Principal or Guidance Counselor:

Student's Last Name	Student's First Name
Grade	Date

Has entered the Wallenpaupack Area School District and indicated that he/she attended your school previously. Please forward at your earliest convenience:

- ✓ Pupil's Scholastic Records—including Grades, Credits, and Grades to date for this school year, Numerical Grading Profile used by your school
- ✓ Standardized Test Results
- ✓ All Special Education Records—including current IEP, Psychological Report, Educational Report, Multidisciplinary Summary Report.
- ✓ Health and Dental Records—including Personal Health History
- ✓ Attendance and Discipline Records

### IF THIS STUDENT'S RECORDS WERE FORWARDED TO ANOTHER SCHOOL BUILDING IN YOUR DISTRICT, PLEASE FORWARD THIS REQUEST TO THE PROPER BUILDING

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without consent for such release.

I hereby give permission for (previous school's name and address)  
\_\_\_\_\_  
\_\_\_\_\_

Phone #:

To release the records outlined above to the Wallenpaupack Area School District:

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Record Request:  Mailed \_\_\_\_\_  Faxed \_\_\_\_\_

Send Records to Attention of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: 570-226-4557 ext: \_\_\_\_\_ Fax number: \_\_\_\_\_