



Fulfillment of Student Records Request

Date of Request: _____

Student Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ P/G Phone: _____

Parent/Guardian Address: _____

Student Address if over 18:

Current or Last School of Attendance:

Records provided from _____ to _____

Records made available to parent on _____

Parent Signature: _____ Date: _____

This request was processed by _____ on _____
Employee Name date

File in Student Cumulative File