



## Request for Release of Student Records

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Has student ever attended Yelm Community Schools?  Yes  No

If yes, which school(s)? \_\_\_\_\_

### Previous School Attended:

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

*Items below to be completed by the Yelm Community Schools*

**Registrar of Previous School:** Please send the complete permanent file records including the items listed below to:

Yelm Community Schools

Attn: \_\_\_\_\_

PO Box 476

Yelm, WA 98597

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

- Transcript/Report Cards/Withdrawal Grades
- Test Scores (State Individual Score Reports)
- Health/Immunization Records
- Attendance Records
- Discipline Records
- 504 Records (if applicable)
- Special Education Records (if applicable)
  - IEP and Evaluation  
(IEP Online File Transfer Available)
  - Functional Behavior Assessments
  - Behavior Intervention Plans

*Per RCW 28A.225.330 Subsection(2) also include the above named student's confidential discipline records that include history of disciplinary action, history of violent behavior, or behavior listed in RCW 13.04.155. According to the Family Educational Rights and Privacy Act (FERPA) (U.S. Code: Title20, Section123g, a(6) 1B), it is not necessary to obtain written consent to release records. School officials in school systems in which the student intends to enroll, may receive a student's record without written consent for such release.*

### For Office Use:

Date Request Sent: (mail) \_\_\_\_\_ (fax) \_\_\_\_\_ (electronic request) \_\_\_\_\_

Date Records Received: \_\_\_\_\_