

USD 347
Kinsley-Offerle Junior/Senior High School
716 S Colony
Kinsley, KS 67547

Phone: (620) 659-2126
Fax: (620) 659-2180

Request For Records

Student's Name _____ Grade _____

Student is transferring from: _____
(School)

(Address)

(City) (State) (Zip Code)

(Phone) (Fax)

Parent(s), Guardian, *Eligible student request and consent to release educational records.

I/We hereby request:

All Records

_____ Courses, Grades, Credits, Attendance

_____ KIDS ID #, Birth Certificate, SS#

_____ Health Records

_____ Special Education Information (IEP)

_____ All Standardized Test Results; including but not limited to: State Assessments, MAP, CTBS, Iowa Based

_____ Other: Specify _____

Of the above named student to be mailed or faxed to the following address or fax number:

Kinsley-Offerle Junior/Senior High School
Attn: Charis Rice
716 S Colony
Kinsley, KS 67547
620-659-2180

It is not necessary for parents to sign a release when records are being passed from public school to public school. Note Federal register, Part II HEW-Privacy Rights of Parents and Students. Final rule on education records. Vol. 41, #118-24673. "99.31 prior consent for disclosure not required."

An educational agency or institution may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or the eligible student if the disclosure is (1) to other school officials, including teachers, within the education institution or local educational agency who have been determined by the agency or institution to have legitimate educational interests; (2) to officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34.

Signed: _____ **Date:** _____
(Parent, Guardian, Eligible Student, KJSHS Counselor)

*Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.