



Date:

To:

Please forward the complete record(s) on the following student enrolled at Central High School.

Name	DOB	Grade
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Signature

Please include:

- Complete transcript of grades and credits (including previous grading period)
- Information concerning your grading system
- Transfer grades (if student left before end of grading period)
- Test scores (psychological and other social or developmental reports)
- Immunization records complete with dates and last physical
- Birth date and verification
- Any discipline or expulsion records on student.

Sincerely,

Jeremy Knapp
Principal

The final regulation – family education rights and privacy act (Buckley amendment) dated June, 1976 no longer requires written parental consent to release student educational records between schools. These rules state that school officials in school systems in which the student may intend to enroll may release and receive a student’s records without consent for such release. (In FL see also statute 228.093 and state board of education rule 6A.1.955)