

Board File: JRA/JRC-E-3

**REQUEST TO OTHER EDUCATIONAL AGENCIES FOR RELEASE OF STUDENT INFORMATION
TO THE DOUGLAS COUNTY SCHOOL DISTRICT RE. 1**

Please send all designated records to:

School Name: _____
Address: _____ **FAX Phone #:** _____
City, State, Zip Code: _____ **Counseling Phone #:** _____
School Phone #: _____ **Registrar Phone #:** _____

Name of Student: _____ **Date of Birth:** _____ **Grade:** ____

I HEREBY AUTHORIZE:

Name of School: _____ **Last Date Attended:** _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone No.: _____ **FAX No.:** _____

TO RELEASE THE FOLLOWING RECORDS TO THE DOUGLAS COUNTY SCHOOL DISTRICT:

- Official Administrative Record (name, address, birth certificate, grade level completed, grades, grading scale, credits earned, attendance, discipline)
- Scholastic/Achievement Record
- Intelligence and Aptitude Test Scores
- Standardized Test / ACT / SAT Data
- Discipline File, including record of Suspension / Expulsion
- Medical / Immunization Records
- Personality and Interest Test Scores
- Special Education / Section 504 / ILP Records
- Gifted & Talented
- Other _____

Has the above-mentioned student ever been suspended?

Yes No **If Yes, please explain:** _____

Has the above-mentioned student ever been expelled or recommended for expulsion?

Yes No **If Yes, please explain:** _____

Has this student received any previous testing, evaluations or services in any of the following areas?

- Individual Education Plan (IEP)
- Individual Literacy Plan (ILP)
- Counseling
- Disability Area:** _____
- Gifted and Talented
- 504 Services
- Psychological
- Other _____

FALSE INFORMATION ON THIS FORM MAY JEOPARDIZE THE STUDENT'S ENROLLMENT IN SCHOOL.

Authorized Signature: _____ **Date"** _____
Relationship to Student: Parent/Guardian Student (18 years and older) Registrar Other _____
According to the Family Educational Rights and Private Act, a student's education records can be disclosed without parental consent to school officials of another school or school system where the student seeks to enroll. Under limited circumstances, Colorado law allows withholding only of a student's diploma, transcript, or grades for unpaid book fees. All other records must be provided.

Douglas County School District Re. 1, Castle Rock, Colorado

©DCSD 9/2009

(Office Use Only)

Records Requested _____ By _____ Via FAX Via Mail Received Records _____