

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____
Parent/Legal Guardian

Date: _____

Address

City, State, Zip Code

Please be notified that we have received a written statement that a student, _____
(full legal name of student), who previously attended North Scott Community School District, intends to
enroll in _____ Community School District.

Please be further notified that the official student records of a student, _____
(full legal name of student), which were previously held by North Scott Community School District, have
been transferred to _____ Community School District.

The records may now be accessed by contacting the records custodian at _____ Community
School District.

If you desire a copy of such records furnished, please check here _____, and return this form to the
undersigned at North Scott Community School District. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy
or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Signature)

(Printed Name)

(Title)

(Agency)

Approved: February 22, 1993
Reviewed: April 24, 2017
Revised: January 28, 2013
Renumbered: January 28, 2013