

## **Request for Transfer of Records Notification of Enrollment**

<b>Name of Charter School</b> <b>Name of Principal</b> <b>Address</b> <b>Telephone Number</b> <b>Email Address</b>
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On (Date) , (Student Name) enrolled in (Grade) at (Name of School). You have been identified as the student's last school of attendance.

In accordance with UCA 53A-11-504 *Requirement of school record for transfer of student - Procedures*, and 34 CFR 99-31 governing the permissible disclosure of education records without the written consent of the parent if the disclosure is to officials of another school in which the student seeks or intends to enroll, we request that a certified copy of this student's record including the student's cumulative file, discipline file, U-PASS testing information, the IEP and associated testing as well as 504 Plan be sent to us at your earliest possible convenience.

Thank you for your cooperation on behalf of maintaining the most appropriate educational services for all students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date