



Administrative Form 5013  
**RECORDS RELEASE AND REQUEST**

**Please do not send cumulative folders, or files will be mailed back.**

Name of Student: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_\_

Name of Former School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

FERPA allows schools to disclose education records to other schools to which a student is transferring (see U.S.C. 34 CFR §99.31).

Please send the following items to:

School name: \_\_\_\_\_

ATTN: Registrar / Secretary name: \_\_\_\_\_

Street Name and Number \_\_\_\_\_

City, State & zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ Email Unofficial Transcript

\_\_\_\_ Mail Official Transcript

\_\_\_\_ Email Withdrawal Grades

\_\_\_\_ Mail Special Education Records (If applicable)

\_\_\_\_ Email Immunization Records

\_\_\_\_ Email Discipline

\_\_\_\_ Email Birth Certificate

\_\_\_\_ Email Proof of Custody/Guardianship

\_\_\_\_ Email/Mail State Test Scores (SAT, ACT +Writing, EOC's for students transferring within Nevada)

\_\_\_\_ Email Legal Documents: Includes documents that have been filed with a County, State, or Federal Court or Power of Attorney.

Date (1<sup>st</sup> request) \_\_\_\_\_

Date 2<sup>nd</sup> request) \_\_\_\_\_