

## Southern Fulton School District

3072 Great Cove Road Warfordsburg, PA 17267 Elementary School Phone (717) 294-3400 Elementary Fax (717) 294-6428 High School Phone (717)294-3251 High School Fax (717)294-6248 TARA WILL Superintendent

KATHY CUTCHALL Elementary Principal

MEREDITH HENDERSHOT High School Principal

## **REQUEST FOR RECORDS**

Date of	of Request:			
To:		-		
From:	Lori Bard, Student Services	-		
Re:		Grade	Date of Birth	·
	cudent referenced above enrolled it ving records:	n our school on _		Please forward the
1.	. Complete transcript of cumulative school records including grades, standardized test results, attendance records and student activity record. Also, include the most recent report card and grades earned to date of withdrawal. Please include a copy of your grading scale.			
2. 3.	Health, dental, and immunization records.			
	All psychological, psychiatric, or confidential records.			
5. 6.	PA SECURE ID NUMBER. A certified copy of all discipline records as per PA Act 26 of 1995. Please complete the enclosed document – Verification of School Discipline Records – and return to our office.			
	s to certify that I am the legal pard rize the release of all school recor			
	Parent's Signature			Date

Parental permission is no longer required when records are requested by authorized school personnel. Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976. Vol. 41, No. 118, Page 14673