



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees
Joyce Dalessandro
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Superintendent
Eric R. Dill

DISTRICT REQUEST FOR STUDENT RECORDS

Current school will make records request.

Check School Below

REQUEST FROM:

- Request from schools: Canyon Crest Academy HS, La Costa Canyon HS, San Dieguito Academy HS, Sunset HS, Torrey Pines HS, Carmel Valley MS, Diegueno MS, Earl Warren MS, Oak Crest MS, Pacific Trails MS.

Name of Previous School Fax #

Address of Previous School Date

The following student has enrolled at the SDUHSD school indicated to the left:

Last Name First Name Date of Birth Grade Enrolling

Please forward the following student records:

- Cumulative File
Attendance Records
Immunization and Health Records
Official Transcript, School Profile and Explanation of Grading System
Withdrawal or In Progress Grades, if applicable
Test Scores/Data
Discipline Records
Special Education Records (including IEP)
Section 504 Plan

Other:

Parent/Educational Rights Holder Signature

Federal Law 99.31 - The Federal Family Rights and Privacy Act of 1974 and California law do not require the school forwarding student records to obtain permission to release the records; signature not required for educational records sent to another educational agency.