

# Request to Secure Student Education Records & Confirm Enrollment and Attendance\*

Use this form to request records from a school outside of Poudre School District for a student who intends to enroll, or has enrolled, in a PSD School.

Student Info

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Colorado ID# (SASID) \_\_\_\_\_ PSD ID \_\_\_\_\_

Current PSD School Information

Remit Records VIA:

- Email
- US Mail
- FAX



TO: DUNN ELEMENTARY,  
AN IB WORLD SCHOOL

ATT: Registrar  
501 S. WASHINGTON, AVE  
Fort Collins, CO 80521

PHONE: 970-488-4825

FAX: 970-488-4827

EMAIL: [smurphy@psdschools.org](mailto:smurphy@psdschools.org)

Previous School

School \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Requested Information

**Please send the following records. Thank you.**

- |  |   |
|--|---|
| <input type="checkbox"/> All Academic Records                            | <input type="checkbox"/> Discipline Records                             |
| <input type="checkbox"/> Transcript or Report Card                       | <input type="checkbox"/> Attendance Records                             |
| <input type="checkbox"/> Withdrawal Grades/Courses at time of Withdrawal | <input type="checkbox"/> Advanced Learning Plan/GT Data                 |
| <input type="checkbox"/> Birth Certificate                               | <input type="checkbox"/> Response to Intervention Data and/or Read Plan |
| <input type="checkbox"/> Immunizations                                   | <input type="checkbox"/> 504 Plan                                       |
| <input type="checkbox"/> Standardized Test Scores                        | <input type="checkbox"/> Legal/Court Orders                             |
| <input type="checkbox"/> Safety Plan                                     | <input type="checkbox"/> English Language Learner                       |
| <input type="checkbox"/> Other: _____                                    |   |

***IEP/Special Education records are processed through the PSD Records Center only and require a separate release form -- [psdrecords@psdschools.org](mailto:psdrecords@psdschools.org)***

## Confirmation of Enrollment and Attendance

(The previous school should keep a copy of this form for verification of transfer.)

- The Student listed above enrolled in our school on \_\_\_\_\_ (date).
- The Student began attending classes on \_\_\_\_\_ (date).
- The Student is pre-registered in our school with a tentative start date of \_\_\_\_\_ (date).

Signature of the School/District Representative providing this information:

\_\_\_\_\_  
School/District Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*FERPA (20 U.S.C. § 1232g; 34 CFR 99.31) as revised, states an educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll. Poudre School District Policy JRA/JRC – Student Records/Release of Information on Students

11/14/18 PSD Records 970-490-3146