



**Julie Benay**  
Principal

**Malletts Bay School**  
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<http://csdvt.org/mbs>

**Jordan Burke**  
Assistant Principal

## REQUEST FOR STUDENT RECORDS

DATE: \_\_\_\_\_

\_\_\_ The following student is considering registering at our school. **(Please fax preliminary records)**

\_\_\_ The following student will be registering at our school on \_\_\_\_\_. **(Please fax preliminary records and send permanent file)**

\_\_\_ The following student has already registered with our school on \_\_\_\_\_. **(Please send permanent file)**

<b>STUDENT'S NAME</b>	<b>DATE OF BIRTH</b>	<b>GRADE</b>
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Previous School Name \_\_\_\_\_

Previous School Address \_\_\_\_\_

Previous School Phone Number \_\_\_\_\_ Previous School Fax Number \_\_\_\_\_

### Records Should Include:

- |                                 |                                    |                    |                 |
|---------------------------------|------------------------------------|--------------------|-----------------|
| ___ Birth Certificate           | ___ Guardianship/Custodial Records | ___ Current Grades | ___ Transcript  |
| ___ Discipline Records          | ___ Special Education Records      | ___ Health Record  | ___ Test Scores |
| ___ VT State ID Student # _____ |                                    |                    |                 |

SPECIAL COMMENTS / NOTES / REQUESTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

According to the Final Regulation-Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, **it is no longer necessary to obtain written consent from the parent/guardian to release records between schools.** It states that "school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without written consent for such a release".