



## Littleton Public Schools Confirmation of Enrollment and Records Release Request

\_\_\_\_\_  
Student Last Name                      First Name                      Middle Name                      Date of Birth                      Grade

\_\_\_\_\_  
Address    City    State                      Zip

\_\_\_\_\_  
Parent/Guardian    Telephone    Email

\_\_\_\_\_  
School you are leaving    School you are entering

\_\_\_\_\_  
Date of Departure    Date of Enrollment

### School/Agency Releasing Information

### School/Agency Requesting Information

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Phone    Fax

\_\_\_\_\_  
Phone    Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Signature of School Official

### Information Requested (*check all that apply*)

- |  |   |
|--|---|
| <input type="checkbox"/> Birth Certificate<br><input type="checkbox"/> Immunization Record<br><input type="checkbox"/> Withdrawal verification/grades at withdrawal<br><input type="checkbox"/> Standardized Test Scores | <input type="checkbox"/> Transcripts<br><input type="checkbox"/> Discipline and attendance records<br><input type="checkbox"/> Special education records, including IEP<br><input type="checkbox"/> Other _____ |
|--|---|

I hereby authorize \_\_\_\_\_ of Littleton Public Schools to release/obtain pertinent information concerning the above-named student for education planning and school records.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The Family Educational Rights and Privacy Act (20 U.S.C. §1232g, 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent/guardian 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.