

REQUEST FOR SCHOOL RECORDS

According to the Final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a student’s record without a written consent for such release.

Please send the following information to the **Guidance Office at Westmont Hilltop High School, 200 Fair Oaks Drive, Johnstown, PA 15905.**

This request covers all educational institutions student has attended and in particular the following:

SCHOOL NAME
& ADDRESS: _____

STUDENT NAME: _____

DATES/GRADES OF
ATTENDANCE: _____

- PLEASE INCLUDE:
1. Academic records.
 2. Cumulative and Confidential Files, including current IEP, current Evaluation Report and Initial Evaluation Report.
 3. Numerical-Letter Grade Conversion.
 4. Method of weighting grades, if any.
 5. Health records.
 6. All Disciplinary records, including Pennsylvania Act 26 records.

Parent Signature (Optional)

Date

Sincerely,

Guidance Counselor