

# ST. MARY CATHOLIC SCHOOL

34516 MICHIGAN AVENUE • WAYNE, MICHIGAN 48184 • 734/721-1240

## REQUEST FOR STUDENT RECORDS

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

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX #: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GRADE LAST COMPLETED: \_\_\_\_\_

The above student is currently enrolled at St. Mary Catholic School. Please send all school records, transcripts and any other academic information to the address listed above.

**Schools may send a student's educational records to officials of other schools or school systems in which the student seeks or intends to enroll without parent permission when records are requested by authorized school personnel in compliance with "Federal Education Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Volume 41, No. 118, page 24675."**

Person requesting records: **Kathy J. Sparks, Principal**

I also grant permission for all confidential media, psychological, and health information related to the above student be released to St. Mary Catholic School.

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

Faxed/Mailed on: \_\_\_\_\_