



## Lonoke Public School District

Lonoke Primary School - PK-2nd - Phone: 501-676-3839 Fax: 501-676-7215

Lonoke Elementary School - 3rd-5th - Phone: 501-676-6740 Fax: 501-676-7088

Lonoke Middle School - 6th-8th - Phone: 501-676-6670 Fax: 501-676-7013

Lonoke High School - 9th-12th - Phone: 501-676-2476 Fax: 501-676-3716

Special Education Department - Phone: 501-676-7066 Fax: 501-676-7092

### Student Records Request and Release Authorization

Today's Date: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Please include the following:

- Birth Certificate and Social Security Card
- Immunization Record
- Well Child Physical
- Latest Progress Report and Report Card
- RTI Data/Documentation
- Grades to Date of Withdrawal and Key to Grading System
- Official transcript
- Attendance Records/Report
- Current Disciplinary Report
- Student has been expelled, removed from class due to behavior or in ALE
- Standardized Test Scores/Benchmark Scores
- IEP/Testing/Due Process Data and any Special Ed records, if applicable
- Dyslexia screening data
- AIP, if applicable
- 504 Plan, if applicable
- Smart Core Form
- Sports Physical, if applicable (7th-12th grade)

It is not necessary for parents to sign a release when records are being passed from public school to public school. Note federal Registrar, Part 11 HEW-Privacy Rights of Parents and Students, Final rule or education records. Vol. 4, #118-24,673. "99.31 Prior Consent for disclosure not required" An education agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is (1) to other school officials; (2) to officials of another school which the student seeks or intends to enroll, subject to the requirements set forth in 99.34.