



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

REQUEST FOR STUDENT SCHOOL RECORDS

Current Date

MEMORANDUM FOR:

Name of Previous School

Address

City

State

Zip Code

Country

SUBJECT: Request /authorize release of records for following student:

Student Name (last, first, middle)

DOB (mm/dd/yy)

Grades (e.g., K-3)

Years (mm/dd/yy-mm/dd/yy)

Please forward all records for the above student to include, but not limited to, transcripts, academic, discipline, health, legal/psychological/social reports, test scores, and special services. Also, include method of weighting grades, numerical/letter grade conversion, special clinical or diagnostic studies, cumulative and confidential records (including IEP), school profile, and any other information that may be helpful.

Forward Records To:

Name of School (Registrar/Principal)

Address

City

State

Zip Code

Country

Signature of Parent/Guardian or School Official Authorizing Release of Records

Date

Privacy Act Notification to Parents

Authority: Sections 113, 136 and 2164 of title 10, and 921-932 of title 20 of the United States Code, and E.O. 9397 (SSN) authorize the collection of this information.

Principal Purpose: To enable DoDEA officials to obtain student records from a student's prior schools.

Routine Uses: In addition to the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) and the DoDEA and DoD Blanket Routine uses set forth at <http://www.defenselink.mil/privacy/notices/osd/>.

Disclosure: Voluntary; however, failure to provide information may delay enrollment of, or development of a suitable educational plan for, a student enrolling in DoDEA funded programs.