

Request for Records

Date Requested: _____

School Name_____
School Address_____
City_____
State_____
Zip Code_____
Student First Name_____
Student Middle Name_____
Student Last Name**Information to be Released:** (check all that apply)

- Directory Information
- Health Records
- Permanent / Cumulative Records
- Pupil Personnel Services / Special Ed
- IEP / MFE
- Official Transcript with Seal
- State Testing Scores
- Fees / Obligations

Student Age_____
Student Date of Birth**Reason for Request:** (check all that apply)

- Enrollment
- To aid in present and future educational decisions

Parent (Print Name)_____
Parent (Signature)_____
Parent Daytime Phone_____
Date**Kentucky Revised Code 159.70**

State Education Agencies (SEA's) are required under Section 1304 (b)(3) and 1308 (b) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year.

Mail records to:

Union Pointe Academy
PO Box 1079
Union, KY 41091
Attention: Student Registrar