

**Board File: JRA/JRC-E-3**

**REQUEST TO OTHER EDUCATIONAL AGENCIES FOR RELEASE OF STUDENT INFORMATION  
TO THE DOUGLAS COUNTY SCHOOL DISTRICT RE. 1**

**Please send all designated records to:**

**School Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
School Phone #: \_\_\_\_\_

FAX Phone #: \_\_\_\_\_  
Counseling Phone #: \_\_\_\_\_  
Registrar Phone #: \_\_\_\_\_

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

**I HEREBY AUTHORIZE:**

**Name of School:** \_\_\_\_\_ Last Date Attended: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

**TO RELEASE THE FOLLOWING RECORDS TO THE DOUGLAS COUNTY SCHOOL DISTRICT:**

- Official Administrative Record (name, address, birth certificate, grade level completed, grades, grading scale, credits earned, attendance, discipline)
- Scholastic/Achievement Record
- Intelligence and Aptitude Test Scores
- Standardized Test / ACT / SAT Data
- Discipline File, including record of Suspension / Expulsion
- Medical / Immunization Records
- Personality and Interest Test Scores
- Special Education / Section 504 / ILP Records
- Gifted & Talented
- Other \_\_\_\_\_

**Has the above-mentioned student ever been suspended?**

Yes  No If Yes, please explain: \_\_\_\_\_

**Has the above-mentioned student ever been expelled or recommended for expulsion?**

Yes  No If Yes, please explain: \_\_\_\_\_

Has this student received any previous testing, evaluations or services in any of the following areas?

Individual Education Plan (IEP) **Disability Area:** \_\_\_\_\_  
 Individual Literacy Plan (ILP)  Gifted and Talented  Psychological  
 Counseling  504 Services  Other \_\_\_\_\_

**FALSE INFORMATION ON THIS FORM MAY JEOPARDIZE THE STUDENT'S ENROLLMENT IN SCHOOL.**

Authorized Signature: \_\_\_\_\_ Date" \_\_\_\_\_  
Relationship to Student:  Parent/Guardian  Student (18 years and older)  Registrar  Other \_\_\_\_\_  
*According to the Family Educational Rights and Private Act, a student's education records can be disclosed without parental consent to school officials of another school or school system where the student seeks to enroll. Under limited circumstances, Colorado law allows withholding only of a student's diploma, transcript, or grades for unpaid book fees. All other records must be provided.*

Douglas County School District Re. 1, Castle Rock, Colorado

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**(Office Use Only)**  
Records Requested \_\_\_\_\_ By \_\_\_\_\_ Via FAX  Via Mail  Received Records \_\_\_\_\_