

HILLCREST SEVENTH-DAY ADVENTIST SCHOOL
Records Release Form

My student last attended...

Name of School: _____

Address of School: _____

Dear Registrar:

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 14673). Therefore, please furnish us with the following information in order to provide the proper placement of the below student(s).

- A. All subjects and grades for the current school year plus withdrawal grades. We are also requesting final grades for previous school years in addition to an explanation of your grading system.
- B. Standardized test records and scores.
- C. Immunization and Health records.
- D. Psychological/Physiological reports.
- E. Any other data pertinent to understanding the student's individual needs.

Student: _____ Grade: _____
(First Name) (Last Name)

Student: _____ Grade: _____
(First Name) (Last Name)

Student: _____ Grade: _____
(First Name) (Last Name)

Please send the records indicated for the above-listed student(s) to:

Hillcrest Seventh-day Adventist School
9777 Grandview Drive
Olivette, MO 63132

Thank you for your prompt reply.