

EAST ALLEN COUNTY SCHOOLS
NEW HAVEN, INDIANA 46774

NOTICE OF RELEASING STUDENT RECORDS TO A REQUESTING SCHOOL

Dear Parent (Student):

We have received a request from _____
(Name of requesting school)

for a copy of the following records pertaining to _____

General Identifying Data _____
Name, address, birthdate,
grade level completed, grades,
class standing, attendance

Academic Records _____
Psychological Records _____
Health Records _____
Other _____

This is a notice to you that the above designated record or records are being forwarded to the school mentioned above. You are entitled to a copy of the records to be released if you request such. Furthermore, you are entitled to a review to correct such records if you so desire. If you desire either a copy and/or a hearing, you should contact the school within five (5) days upon receipt of this notice and such request will be honored.

Principal