



# ADAMS ELEMENTARY

## AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The Missouri Safe Schools Act, H.B. 1301 7 1298 Section 167.020.7 states that within two business days of enrolling a pupil, the school official enrolling a pupil, including any special education pupil, shall request those records required by district policy for student transfer and those discipline records required by subsection 9 of section 160.261 from all schools previously attended by the pupil within the last twelve months. Any school district that receives a request for such records from another school district enrolling a pupil that had previously attended a school in such district shall respond to such request within five business days of receiving the request. School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. Based on this language of the Safe Schools Act, the district may not hold records until fees are paid. Violation of this subsection is a class B misdemeanor and a civil action is authorized based upon a district's failure to comply.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous School Attended: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Please forward:

- Any grades they may have attained while in attendance at your school. If semester/quarter grades are not intended, please specify grades at time of withdrawal
- Attendance Record
- Immunization Records
- Standardized Test Scores
- Discipline Record
- Special Education Records (most recent evaluation, current IEP, and re-evaluation, etc.)
- Assessment Scores

Thank you for your prompt cooperation.

\_\_\_\_\_  
Principal/Admin. Asst./Designee

Date \_\_\_\_\_

I hereby authorize the release of all records listed below and any school information regarding my son/daughter (if applicable)