



Record Request

Meeteetse School – PCSD #16

Student Information:

Name:	
Grade	
Date of Birth:	

Requesting Records From:

School Name:			
Location:			
Telephone:		FAX:	
Email:			

Parent/Guardian Information:

Name:	
Signature:	
Date:	

In order to provide proper placement and quality educational services, we request that you send us the following records;

- Check-Out Grades
- Disciplinary Records
- I.E.P. and Special Education Records
- Immunization Records
- Information on Special Circumstances (Custody, Court Orders, Etc.)
- Most Recent Class Schedule/Placement
- Testing Information
- Transcript/Attendance Records

Public Law 93-380, regarding the "Release of School Records," has been modified by SB 1892, Article 5, Privacy of Pupil Records, 10947 which reads: "A school district is not authorized to permit access to pupil records to any person with parental consent or under judicial order except that: Access shall be permitted to the following: "Officials and employees of other public school systems including local, county, or state correctional facilities where educational programs leading to high school graduation is provided. Where the pupil intends to or is directed to enroll, subject to the rights of parents is provided in Section 1039."

Meeteetse School Official Information

Name:	
Signature:	
Date:	

****Permission to release these records to Park County School District #16 is granted through federal law 34 CFR 300.71 and FERPA (Family Educational Rights and Privacy Act) Section 99.1; the Wyoming Educational Code 21-13-315 and the "1992 Wyoming Department of Education Rules and Regulations Governing Services for Children and Disabilities" section 23(a). You need only to send parents notification that the records have been sent.**

Please fax to 307-868-9264 or email abolli@park16.org

**Meeteetse School – PCSD #16
P.O. Box 218
Meeteetse, WY 82433
(307) 868-2501
(307) 868-9264 FAX**

