

CHERRY CREEK SCHOOL DISTRICT #5
Previous School Information– Records Request

The Family Education Rights and Privacy Act of 1974 (“FERPA”), 20 USC 1232(g), allows parents and eligible students (students 18 years of age or older) the right to access, correct and control the release of student educational records maintained by the school district. However, FERPA further stipulates, as an exception to those rights, that when a student seeks to enroll, or is enrolled in the Cherry Creek School District No. 5, the district may request the student’s educational records from the student’s previous school of attendance without prior written consent of the parent or eligible student.

In an effort to work collaboratively with students and parents, the district requests your written authorization to provide for the release of all educational records from the School or Agency listed below. In the event a parent or eligible student is unwilling or unable to provide a written release, the school district will seek access to these educational records in accordance with the exceptions provided under FERPA referenced above, and the provisions of Board of Education Policy JRC, Student Records/Release of Information on Students, and its accompanying Regulation JRC-R.

STUDENT’S LEGAL NAME:

Student’s Last Name	First Name	Middle Name
Birth Date	Grade Level at Previous School	
Name of Parent/Guardian	Relationship to Student	Date

LAST SCHOOL ATTENDED OR AGENCY:

School Name	
Street Address	
City, State Zip Code	
Phone Number	Fax Number