

COMAL INDEPENDENT SCHOOL DISTRICT
NEW BRAUNFELS, TEXAS

FROM: Smithson Valley Middle School
6101 FM 311
Spring Branch, TX 78070
(830)885-1200 FAX: (830)885-1201

TO: _____
Name of School

Street

City State Zip Code

Student Name: _____
Date of Birth: _____
Grade: _____

Please send the following information from your records:

_____ * a complete transcript or cumulative record of grades with an explanation of grading system.

_____ * a record of all standardized test scores including names and dates.

_____ * health records (shot records, etc.)

_____ * list any special classes student may need

Honors _____
Gifted _____
Remedial _____
Special Education _____
ESL _____
Other _____

Parent/Guardian Signature

According to the Final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.