

REQUEST FOR RECORDS

From

ALDO LEOPOLD CHARTER SCHOOL

410 W. 10th St.

Silver City, New Mexico 88061

(575) 538-2547 phone

(575) 388-4970 fax

Student's Name _____ DOB _____ Grade _____

School Last Attended

_____ School Name

_____ School Address

_____ City

_____ State

_____ Zip

_____ School Phone #

_____ School Fax #

Please send the following:

- Transcript
- Home Language Survey
- Immunization record / health record
- Record of Attendance
- Discipline record
- Standard Test Scores (NMSBA)
- New Mexico High School Competency Exam
- MAP Scores (If used)
- Next Step Plans
- Withdrawal Grades
- IEP and all other SPED records
- ELL status
- SAT/504 information

OFFICIAL TRANSCRIPT MUST BE MAILED

Please Note: Under the provisions of the Privacy Rights of Parents and Student Act, it is not necessary to have the written consent of the parents to release records "to officials of schools in which the student seeks or intends to enroll." By signing below, the legal guardian is acknowledging that he or she is permitting ALCS to request academic records from other schools.

Legal Guardian Signature

Date

.....
For Office Use Only

Date Release Sent: _____

By: _____

Date Copies Received: _____

By: _____