



Mill Valley School District
411 Sycamore Avenue
Mill Valley, CA 94941
Tel (415) 389-7700
Fax (415) 389-7773
www.mvschools.org

REQUEST FOR TRANSFER OF STUDENT RECORDS

To:

Date: _____

(Name of Previous School)

(Address of Previous School)

(City, State & Zip of Previous School)

_____ has enrolled in the Mill Valley School District
(Student's name)

_____ grade. Please send all of the student's educational records, including:

Progress Records:

- Transcripts of courses and grades
- Attendance
- Withdrawal data from your school
- Standardized test records

Other

- Immunization records
- Special Education reports
- Psychological reports

We would appreciate receiving these records as soon as possible at the address above.

Thank you for your assistance in this matter.

Parent signature-authorization