



411 Sycamore Ave
Mill Valley, CA 94941

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 for
(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.
(Use school address if indicated.)

Thank you for your assistance in this matter.

Parent Signature

NOTE: Under Public Law 93-330, now amended in Section 99, 34, PL93-568, no parent's signature is required for educational records sent to another educational agency.