



# Maricopa Unified School District #20 2018-2019 Authorization for Release of School Records

Previous School Name: \_\_\_\_\_  
 Address, City, State: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby authorize the release of all records regarding the below named pupil to the Maricopa Unified School District.

**Student Name:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_

has enrolled in our school in the \_\_\_\_\_ grade. Please send the following checked information (below) to the school that is requesting. Thank you for your prompt attention.

Name of School Requesting Records (check one below)

**Desert Wind Middle School**  
 Attn: Rosemary Araiza  
 35565 W Honeycutt Rd.  
 Maricopa, AZ 85138  
 520-568-7110  
 Fax 520-568-7119  
 raraiza@musd20.org

**Maricopa Wells Middle School**  
 Attn: Hilda Rodarte  
 45725 W Honeycutt Ave.  
 Maricopa, AZ 85139  
 520-568-7100  
 Fax 520-568-7104  
 hrodarte@musd20.org

**Maricopa High School**  
 Attn: Brenda Snow/Jasmine Foust  
 45012 W Honeycutt Ave.  
 Maricopa, AZ 85139  
 520-568-8100  
 Fax 520-568-8119  
 bsnow@musd20.org/jfoust@musd20.org

**\*\*\*PLEASE MAIL THE SIGNED OFFICIAL TRANSCRIPT  
 TO THE ADDRESS ABOVE\*\*\***

**\*\*\*PLEASE DO NOT SEND THE CUM FILES\*\*\***

Signed official transcript—see note above

Unofficial transcript

Discipline Records

Birth Certificate

State standardized test reports

Withdrawal form/Withdrawal grades

Attendance records

SAIS number

ECAP Documentation

Health records and immunizations

Please **DO NOT** send IEP's or Special Education records to the school sites. Please send those records to:  
**MUSD20 Exceptional Student Services**  
 Attn: ESSrecords@musd20.org

ARS 15-828 G. Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829. If the record has been flagged, the requested school shall not forward the copy and shall notify the local law enforcement agency of the request. School districts shall include in the educational records required by this subsection data collected pursuant to sections 15-741 and 15-766, as prescribed by the state board of education.

Signature of: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ School Official      \_\_\_\_\_ Parent/Guardian/Eligible Student