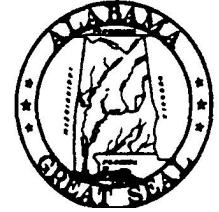




State of Alabama  
*Department of Education*



**OFFICIAL REQUEST FOR STUDENT RECORDS**

DATE OF REQUEST _____
DATE REQUEST RECEIVED _____

The Alabama Department of Education and \_\_\_\_\_  
Name of School

request that you transmit the following student records as soon as possible. If the student is currently receiving special education and related services, the records M= be transferred to the requesting school. [Alabama Administrative Code 290-080-090.09(2)(e)]

LAST	FIRST	MI NAME	DOB	GR

\_\_\_\_\_  
Principal

Mailing Address:  
School: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

# REQUEST FOR RECORDS

TO: PRINCIPALS AND REGISTRARS

Alabama, like other states, has experienced increased mobility in its school population. Procedures must be addressed in order that the timely transfer of records be achieved. Oftentimes, the student arrives at the new school with few, if any, records. This creates a myriad of problems for the student as well as school personnel. As the student awaits the arrival of an official transcript or the collection of other placement information, valuable time may be lost. With meager information, school personnel struggle to identify the course of study or grade placement which will be most beneficial to the student.

To facilitate the immediate and accurate placement of each student, the following should be followed:

1. Records should be requested on the date the student enrolls.
2. Response to requests for transfer information should be forwarded no later than one school day from receipt of request.
3. No transcript should be withheld due to the fact that the student may have some outstanding bill pending at the school.