



SWEET HOME SCHOOL DISTRICT NO. 55
 1920 Long Street
 Sweet Home, OR 97386-2395
 Phone: 541-367-7115 Fax: 541-367-7199

REQUEST TO RELEASE ALL EDUCATIONAL RECORDS

Date of Request: _____
 Last School Attended: _____
 Address: _____
 City/State/Zip: _____
School child will be attending: _____
Date of Enrollment: _____

Student Name	Date of Birth	Grade

Please send all educational records pertaining to each student to:

**Student Services
 Sweet Home School District no. 55
 1920 Long St.
 Sweet Home, OR 97386**

Educational records include, but are not limited to: cumulative folder;health;dental and immunization records;complete Special Education records, all behavioral records (IQ testing, personality testing, evaluations, etc.); withdrawal records, portfolio.

If Special Education records are kept in a separate location from the cumulative folder, notify person in charge of Special Education records to forward them also.

In the State of Oregon it is no longer required to have a parent/guardian signature to request records from one school to another.