

## KNAPPA SCHOOL DISTRICT RECORDS REQUEST FORM

I am:

- Former or Current KSD student
- Parent/Guardian of Current KSD Student
- Verification/Screening Company
- Educational Institution
- Employer
- Attorney
- Law Enforcement
- Case Worker
- Parent of Former KSD Student

Student's First Name:

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Student's Last Name (Maiden Name, or Name used when enrolled)

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Current Last Name

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Student's Date of Birth

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Name of last KSD School attended

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Year Student Last Attended KSD

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I am Requesting the following records

- High School Transcript
- Registration
- Immunization
- All Student Records
- Other

Please send the records to (company/agency & mailing address for official transcript):

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Verify your Identity

In compliance with Federal and State law, positive identification is required prior to the release of any records or personal information pertaining to a KSD Student.

INSTRUCTIONS:

Current KSD Students Under the age of 18: Please provide a legible copy of your unexpired photo identification. (Needs to be parent or guardian ID)

Former KSD Students or Current Students over the age of 18: Please provide a legible copy of your unexpired photo identification.

Third Party Verification Companies, Universities, and/or Employers: provide a signed Records Release Form on official letterhead

Representative of the Court (law enforcement, attorneys, or case workers): provide a copy of your professional credentials, including photo identification, and any supporting documentation (subpoena, court order, power of attorney, etc.) authorizing you to access to this information. The representative of the student must sign below acknowledging that the person will not disclose the information to a third party other than another court or juvenile justice agency or a person or organization providing direct services to the student on behalf of a juvenile justice agency.

Signature

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Printed Name

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Date

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Agency Represented

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