



**Saint Benedict School**  
4811 Wallingford Ave North  
Seattle Washington 98103  
206-633-3375 (phone) 206-632-3236 (fax)  
www.stbens.net

## Request for Transfer of Educational Records

Attn: Student Records

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Student Name \_\_\_\_\_ Current Grade: \_\_\_\_\_

Please send the following for above named student:

- \_\_\_ Current and last year's report cards
- \_\_\_ Educational records
- \_\_\_ Test scores
- \_\_\_ Health records
- \_\_\_ Specialist records
- \_\_\_ Other pertinent information

According to Sections 7.0 and 7.2 of the Family Educational Rights and Privacy Act of 1974, PL 93-380, parent signature is not required to transfer student records to other school districts upon official request from that school.

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Records Requested \_\_\_\_\_

Records Received \_\_\_\_\_