# MARICOPA UNIFIED SCHOOL DISTRICT #20
# 2017-2018 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.*

✓ ***Maricopa High School***

Attn: Brenda Snow / Diane Shelton
45012 W. Honeycutt Ave.
Maricopa, AZ 85139
520.568.8100
520.568.8119 (Fax)
bsnow@musd20.org/dshelton@musd20.org

- ☐ Signed official transcript
- ☐ Discipline Records
- ☐ State standardized test reports
- ☐ Attendance Records
- ☐ ECAP Documentation
- ☐ Health records and immunizations
- ☐ Unofficial transcript
- ☐ Birth Certificate
- ☐ Withdrawal form/Withdrawal grades
- ☐ SAIS number
- ☐ Civics Test (AZ Only)
- ☐ Other _____

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

**DO NOT SEND CUM FILE**

**Please DO NOT send IEP's or Special Education records to the school. Please send those records to:**

**MUSD20 Exceptional Student Services**
**Attn: ESS Records**
**essrecords@musd20.org**

_____ _____ _____

**Signature of: School Official** **Parent/Guardian/Eligible Student** **Date**

**** OFFICE USE ONLY ****

**FAX / EMAIL**

| DATE: | TO: | FROM: | FAX / EMAIL |
|---|---|---|---|

**1ST request** ☐ **2nd request** ☐ **3rd request** ☐ **Additional Information:**

ARS §15828 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 records. 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 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 education records required by the subsection data collect pursuant to sections 15-741 and 15-766, as prescribed by the state board of education