



**PROGRAMS AND STUDENT SERVICES**  
**INFORMATION FROM SCHOOL REGISTER REQUEST FORM**

**All requests for copies of student records, including telephone requests, must be supported by written documentation. This Request Form must be accompanied by proof of identification (e.g., photocopy of driver's license, birth certificate or passport). For more information, please refer to Policy IV-A-3, Access to Student Information and Student Records, available in the Policy Manual section of the SRCE website.**

**The following information is required in order to process your request:**

Student Name (full name at time of registration):

Last Name	First Name	Middle Name
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Date of Birth: \_\_\_\_\_

Name of School(s): \_\_\_\_\_

Year(s) Attended: \_\_\_\_\_

Parent/Guardian(s) Names: \_\_\_\_\_

Information to be sent to (name and address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information (please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MM/DD/YYYY

Telephone: \_\_\_\_\_

Email (optional): \_\_\_\_\_