



REQUEST FOR RELEASE OF STUDENT RECORDS

The following student has enrolled in the Rice Lake Area School District effective: _____

Student name	Date of birth	Grade	Parent/Guardian name
Last school attended	Address, city, zip	Phone number/fax number	

Pursuant to Wisconsin Statutes 118.125(4) and Federal Regulations, Section 99.31/34, you are authorized to forward the above student's records (progress and behavioral) by this official notification of student enrollment.

Wisconsin Statute 118.125 PUPIL RECORDS (4) TRANSFER OF RECORDS: A school district shall transfer to another school or school district all pupil records (includes cumulative folder, transcripts, grades, immunizations and all special education records) relating to a specific pupil if the transferring school district has received written notice from the pupil (if he/she is an adult) or the pupil's parent or guardian (if he/she is a minor) that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled.

Federal Regulation, Section 99.31 Prior consent for disclosure not required.

- An education agency or institution may disclose personally-identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is:
 - To officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34;

Section 99.34: **Conditions for disclosure to officials of other schools and school systems.

- An educational agency or institution transferring the education records of a student pursuant to 99.31 (a)(2) shall:
 - Make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at the last known address of the parent or eligible student, except:
 - When the agency or institution includes a notice in its policies and procedures formulated under 99.5 that it forwards education records on request to a school in which a student seeks or intends to enroll; the agency or institution does not have to provide any further notice of the transfer.

Wisconsin Statutes 146.82(1) provides that patient healthcare records must remain confidential. These records are maintained separately. Patient healthcare records may be released to another party with informed consent. Prior consent for disclosure required. (Health records should be sent with cum. Folder to the designated school.)

Date	Parent/Guardian signature
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Please send student records to the designated address:

<input checked="" type="checkbox"/> Send special education records to: Rice Lake School District Attention: Amber Redlich 700 Augusta Street Rice Lake, WI 54868 Phone: 715-234-9007 Fax: 715-234-4552	<input type="checkbox"/> Send student cumulative folder to: Rice Lake High School Attention: Lacy Groth 30 S. Wisconsin Avenue Rice Lake, WI 54868 Phone: 715-234-2181 Fax: 715-234-6679	<input type="checkbox"/> Send student cumulative folder to: Rice Lake Middle School Attn: Robin Sommerfeld 204 Cameron Road Rice Lake, WI 54868 Phone: 715-234-8156 Fax: 715-234-9439	<input type="checkbox"/> Send student cumulative folder to: Rice Lake School District Attention: Katie Wick 700 Augusta Street Rice Lake, WI 54868 Phone: 715-234-9007 Fax: 715-234-4552
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Date Notice Sent	Administrator name and title
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