

**DAEGU HIGH SCHOOL
STUDENT RECORDS REQUEST FORM**

PRIVACY ACT NOTICE

AUTHORITY: Title V, USC, Section 22a

ROUTINE USES: Used by school and records managers in all elements of DoDDS to request records for students enrolling. Personal data cited is derived from enrollment form and is required for records locator purposes. Release signature required under the 1974 Privacy Act to authorize transmittal of student records. A copy of this request maintained by requestors for a five year period for any records release to non-DoD activities.

MANDATORY/VOLUNTARY DISCLOSURE/EFFECT OF NON-DISCLOSURE: An authorizing signature is mandatory under the Privacy Act to release records. Failure to sign will result in records not being released.

TO: <i>Releasing School</i>		FROM: <i>Receiving School</i>	DoDDS-Pacific Daegu High School Unit 15623 APO AP 96218
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NAME OF STUDENT(S)			DATE OF BIRTH	ATTENDED YOUR SCHOOL	
<i>Last</i>	<i>First</i>	<i>MI</i>	<i>MM/DD/YYYY</i>	<i>Last Grade</i>	<i>Withdrawal Date</i>

The student(s) identified above has/have enrolled in our school. The student(s) report cards, transcripts, cumulative folder health records, and any special education records are requested.

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (and for DoDDS schools, the DoDDS Policy statement of the collections, maintenance, and dissemination of Pupil Records, dated 16 September 1974), listed below is the written authorization for release of records and files for the above named student(s) to Daegu High School.

I, (Sponsor) _____, do hereby request and authorize the release of records and files for the above named student(s) to the Daegu High School.

Signature of Sponsor (Authorizing Agent)

Date

Print Name of Requestor (School Official)

Signature of Requestor

FOR OFFICIAL USE ONLY