

**Cassville R-IV School District
1501 Main Street
Cassville, Missouri 65625-1154**

Eunice Thomas Elementary (417) 847-2445 Fax# (417) 847-2462	Cassville Special Services Office (417) 847-4008 Fax# (417) 847-3027	Cassville Intermediate (417) 847-4010 Fax# (417) 847-2226
Cassville Middle School (417) 847-3136 Fax# (417) 847-3156	Cassville High school (417) 847-3137 Fax# (417) 847-5111 E-mail: tcoones@cassville.k12.mo.us	County District Code 005-123

REQUEST FOR RECORDS

The student listed below is applying for admission in the Cassville R-IV School District. Please forward the following:

1. Transcript of grades and educational records
(Please note whether this student passed the U.S. and/or the Missouri Constitution test.)
2. EOC test results
3. Withdrawal grades
4. Health records
5. All special education records, including but not limited to evaluations, current diagnostic summary, and individual education programs.
6. Disciplinary summary including all suspensions (in-school and out-of-school) for violations of the district's discipline policy during the last twelve (12) months.
7. Is this student currently under suspension or expulsion from your school district?
Yes _____ No _____

This transfer of records is provided in the Family Educational Rights and Privacy Act (FERPA) of 1974. Under Safe Schools Act and FERPA, sending schools are required to respond within five (5) business days of receipt of this request. Violation of this subsection is a Class B misdemeanor in the State of Missouri and a civil action is authorized based upon a district's failure to comply. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, page 24673.)

Student's Name: _____ Current Grade Level _____

Birthday: _____ Social Security Number: _____

Parent/Guardian: (Please Print) _____

Name and Address of Previous School: _____

Parent's Signature: _____ Date: _____