

REQUEST FOR STUDENT RECORDS - ST. VRAIN VALLEY SCHOOL DISTRICT RE1-J, COLORADO

Name of Previous School: \_\_\_\_\_ Date request 1 \_\_\_\_\_  
 Street Address \_\_\_\_\_ Date request 2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_

**Student's Information** Legal Name: Last \_\_\_\_\_ Birthdate \_\_\_\_\_  
 First \_\_\_\_\_  
 Middle \_\_\_\_\_ Current Grade \_\_\_\_\_

Signature of Parent/Guardian (if available) : \_\_\_\_\_

**The following checked records are requested to be sent via email to [crannell\\_kelli@svvsd.org](mailto:crannell_kelli@svvsd.org)**

✓	Transcript of academic records
✓	Report cards
✓	Birth Certificate
✓	Immunization Records
✓	Standardized test scores
✓	Disciplinary/Behavior records (if no incident records, sign here _____)
✓	Legal documents, i.e. POA, Custody, Foster, etc
✓	Email Special Ed, IEP, ALP, 504 type records (if no records, sign here _____)

Signature of Requesting School Representative: *Kelli Crannell*  
 Kelli Crannell, Erie Middle School Registrar



**Erie Middle School**  
 A Pre-Advanced Placement Focus School

650 Main Street, Erie, CO 80516

Email: [crannell\\_kelli@svvsd.org](mailto:crannell_kelli@svvsd.org)

Direct Phone: 720-652-8284

*The Family Educational Rights and Privacy Act (20 U.S.C. §1232g: 34 CFR Part 99), as revised, states (a) an educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or eligible student if (1) The disclosure to other school officials, including teachers, within the agency or institution has determined to have legitimate education interests. (2) The disclosure is to official of another school or school system in which the student seeks or intends to enroll.*