REQUEST FOR STUDENT RECORDS

YouthBuild
CHARTER SCHOOL OF CALIFORNIA

To: _____
_____
_____
_____
_____

From: _____
_____
_____
_____
_____

RE Student:

_____
Last Name, First Name, Middle

_____
Date of Birth Grade/Last Year Attended

_____
Address

_____ _____
City, State Zip

_____
Parent Signature (If Student is Under 18) Date

_____
YCSC Administrator's Signature Date

The above named student is being considered for enrollment at the school listed above.
Please **FAX** and/or **Mail** student documents with this cover sheet to:

Address: _____
_____
_____
Fax: _____

Records Being Requested:

- ☐ **Official Transcripts**
- ☐ **Immunization Record**
- ☐ **Pupil Accounting Report (PAR)**
- ☐ **Individualized Education Plan (If Applicable) (IEP)**

*****NO CUM FOLDER PLEASE*****

☐ **No Records Exist. Please check this box if student DID NOT attend your school, sign below and fax form to _____**

_____
Name of Previous School/District Representative

_____
Signature Date

Please refer to California Code of Regulation Title 5, Section 439* Transfer of Records:
*** *"Pupil records shall not be withheld from the requesting district because of any charges or fees owed by the pupil or his/her parents. This provision applies to pupils in grade K-12 in both public and private schools."***