



Hill Elementary School

Austin I.S.D.

8601 Tallwood Drive

Austin, Texas 78759

Office (512) 414-2369

FAX (512) 841-8105



Request For Student Records

Date: _____

TO: _____

Name and address of previous school

RE: _____

Student Name

Grade

Date of Birth

Please forward the above named student's entire cumulative folder, (attendance records, discipline records, grade reports, transcripts, nurse's records, counseling records, enrollment/withdrawal information, PEIMS number and any special education folders, if applicable).

Thank you for your prompt attention to this request.

Signature of Registrar

*Parental permission for release of these records is not required if, in accordance with statute 20 USC S 123 g(b)(1)(B), 34CFR S 99.31 and CFR S 99.34, your district has a policy of annually notifying parents that such records will be forwarded upon request from another school district.

