



# Doss Elementary

Austin Independent School District

## Online Records Request Form

Date of record request: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of former school: \_\_\_\_\_

Contact email for person fulfilling request: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

### For Office Use only:

Above named student enrolled on \_\_\_\_\_ in

<input type="checkbox"/>	Kindergarten	<input type="checkbox"/>	1 <sup>st</sup> grade	<input type="checkbox"/>	2 <sup>nd</sup> grade	<input type="checkbox"/>	3 <sup>rd</sup> grade	<input type="checkbox"/>	4 <sup>th</sup> grade	<input type="checkbox"/>	5 <sup>th</sup> grade
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PLEASE SEND THE FOLLOWING:		IF APPLICABLE:	
<input checked="" type="checkbox"/>	Original home language survey	<input type="checkbox"/>	Gifted and talented records
<input type="checkbox"/>	Birth certificate	<input type="checkbox"/>	LPAC records/ scores (out of state equivalent)
<input type="checkbox"/>	Immunization records	<input type="checkbox"/>	OLPT or other test scores
<input checked="" type="checkbox"/>	Attendance records	<input type="checkbox"/>	qualifying documentation for PK
<input checked="" type="checkbox"/>	Withdrawal form	<input type="checkbox"/>	Special education / 504 records
<input checked="" type="checkbox"/>	Report cards	<input type="checkbox"/>	State test and labels
<input type="checkbox"/>	Discipline records	<input type="checkbox"/>	

According to Final Regulation – Family Rights and Privacy Act (Buckley Amendment) dated June 17, 1976. It is no longer necessary to obtain written consent to release records. It states that school officials of other school in systems in which the student may intend to enroll, may receive a student’s records without written consent for such release.

PLEASE EMAIL ALL RECORDS REQUESTED TO: [Pat Minford](mailto:Pat Minford), Registrar ([patricia.minford@austinisd.org](mailto:patricia.minford@austinisd.org))