



Merit Academy Request for Student Records

Date of Request: _____

Originating School or Institution

Name of Previous School or Agency: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Student's Information

Legal Name:	Last	
	First	
	Middle	

Birth Date: _____ Colorado ID # (SASID#): _____

Grade Level: _____ Last date of attendance (approx.): _____

Signature of Parent/Guardian (if available) _____

The following records are hereby requested:

Transcripts or report cards

Test data / standardized test scores

English Language (ELL) test score (if applicable)

List of courses and grades at time of withdrawal

Attendance records

Individual Literacy Plan (if applicable)

IEP (Individual Education Plan) if applicable

504 Plan (if applicable)

Discipline records

Immunization records/Waiver

Health / medical records

Sports physical documentation

Counseling/Psychological records

Sociological records

Copy of birth certificate

Other:

Signature of Requesting School Representative:

Signature	Title	Date
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PLEASE MAIL TO:

Please forward to registrar@merit.academy or

mail to 500 E. Kelley's Rd. Woodland Park CO, 80863 as soon as possible.

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 the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.