

# STUDENT RECORDS REQUEST FORM

BIG SANDY SCHOOL DISTRICT 100-J:

SIMLA HIGH SCHOOL

SIMLA MIDDLE SCHOOL

SIMLA ELEMENTARY SCHOOL

I hereby authorize: \_\_\_\_\_ (name of previous school)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

to release the following student's Cumulative File including: current transcripts of grades, standardized test data, attendance records, behavior records, Special Education (IEP) records, 504, Read Act, Title I, or ESL information, immunizations and health records, etc.

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Grade \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Please send the requested records to:

BIG SANDY SCHOOLS  
C/O SCHOOL COUNSELOR  
P.O. BOX 68  
SIMLA, CO 80835

To reach the School Secretary (Sarah Maranville), Counselor (Chad Thieman), or Special Education Director (Al Snyder), please phone (719) 541-2291. Our school fax number is: (719) 541-2443.