

Request for School Records Transfer

Pursuant to the state open records law, Alabama Code Section 36-12-40, I write to request a copy of school records for the below-named student(s). Please send all school records for the following student(s) currently enrolled in Outlook Academy. We need all cumulative records, testing, and any other information that we can use to assess the student's ability and grade placement. Please include any other information that will verify subject content and proof of educational goals being met for grades given.

Please send records for:

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please send records to:

Name of Parent or Guardian: _____

Address: _____

Phone: _____

Please advise me of any copying and postage fees.

Parent/Guardian Signature Date