

Request to Secure Student Education Records & Confirm Enrollment and Attendance*

Use this form to request records from a school outside of Poudre School District for a student who intends to enroll, or has enrolled, in a PSD School.

Student Info

Student Name: _____ Grade _____

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

Current PSD School Information

Remit Records VIA:

- Email
- US Mail
- FAX



TO: RIFFENBURGH ELEMENTARY

ATT: Registrar
1320 East Stuart Street
Fort Collins, CO 80525
PHONE: 970-488-7935
FAX: 970-488-7937

Previous School

School _____

City/State/Zip _____

Telephone _____ Fax Number _____

Email _____

Requested Information

Please send the following records. Thank you.

- | | |
|--|---|
| <input type="checkbox"/> All Academic Records | <input type="checkbox"/> Discipline Records |
| <input type="checkbox"/> Transcript or Report Card | <input type="checkbox"/> Attendance Records |
| <input type="checkbox"/> Withdrawal Grades/Courses at time of Withdrawal | <input type="checkbox"/> Advanced Learning Plan/GT Data |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Response to Intervention Data and/or Read Plan |
| <input type="checkbox"/> Immunizations | <input type="checkbox"/> 504 Plan |
| <input type="checkbox"/> Standardized Test Scores | <input type="checkbox"/> Legal/Court Orders |
| <input type="checkbox"/> Safety Plan | <input type="checkbox"/> English Language Learner |
| <input type="checkbox"/> Other: _____ | |

IEP/Special Education records are processed through the PSD Records Center only and require a separate release form -- psdrecords@psdschools.org

Confirmation of Enrollment and Attendance

(The previous school should keep a copy of this form for verification of transfer.)

The Student listed above enrolled in our school on _____ (date).

The Student began attending classes on _____ (date).

The Student is pre-registered in our school with a tentative start date of _____ (date).

Signature of the School/District Representative providing this information:

School/District Signature

Title

Date