



Columbia Middle School

14409 Aster Rd.

Adelanto, CA 92301

Ph:(760) 530-1950 Fx:(760) 530-1953

PARENT REQUEST FOR STUDENT RECORDS

Date Requested : _____ Parent/Guardian Name: _____

Student Name: _____ D.O.B: _____

Documents Requested:

- _____ Attendance
- _____ Discipline
- _____ Grades/Unofficial Transcripts
- _____ Immunizations
- _____ Other

PLEASE ALLOW UP TO 48 HOURS FOR REQUEST

Parent/Guardian Signature: _____

(Please attach a cop of your ID)

By signing below, I understand that if I am notifying Columbia Middle School that student will be transferring student to another school and their absences will be UNEXCUSED until confirmation of enrollment is received. I understand that my student must be in school at all times.

Parent/Guardian Signature: _____



Columbia Middle School

14409 Aster Rd.
Adelanto, CA 92301
Ph:(760) 530-1950 Fx:(760) 530-1953

To: Records/ Registration

Date: _____

School: _____

Fax: _____

From: Celia Escobar - Records/Attendance Clerk

REQUEST FOR STUDENT RECORDS

The federal Law Rights and Privacy Act of 1974 and California Law do not require the school forwarding pupil records to obtain parent permission to release records. Please include all DISCIPLINE records. In compliance with California Education Code Section 10939, The Adelanto School District is informing the parent of their rights to inspect, review, and challenge the contents of the records for the following student(s):

Name: _____ D.O.B: _____ Grade: _____

Name: _____ D.O.B: _____ Grade: _____

Name: _____ D.O.B: _____ Grade: _____

Name: _____ D.O.B: _____ Grade: _____

PLEASE MAIL

ADELANTO ELEMENTARY SCHOOL DISTRICT
Columbia Middle School
P.O. Drawer 70
Adelanto, CA 92301

SPECIAL ED RECORDS ONLY:

ADELANTO ELEMENTARY SCHOOL DISTRICT
Attn: Pupil Services
P.O. Drawer 70
Adelanto, CA 92301

Thank you
Records/Attendance Clerk