

**Policy Series 500 - Students
Miscellaneous Matters**



**Policy 505.6-E6
Notification of Transfer of Education Records**

To: _____ **Date:** _____
Parent or Legal Guardian

Street Address: _____

City/State: _____ **Zip:** _____

Please be notified that copies of the Linn-Mar Community School District's official education records concerning _____ have been transferred to: _____
Full Legal Name of Student

School District Name: _____

Address: _____

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here ____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

Name of School District Official

Title

Adopted: 9/98
Reviewed: 7/13; 10/14; 10/19; 12/20; 10/23; 5/26
Revised: 8/17
Related Policy: 505.6; 505.6-R; 505.6-E2-E5, E7
IASB Reference: 506.01-E(5)