

# SCHOOL RECORDS RELEASE REQUEST



Previous School Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax \_\_\_\_\_

Phone # \_\_\_\_\_

Student: \_\_\_\_\_

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

Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date of Request

## --- LCS Office Use ----

The student named above has made application to Liberty Christian School. Please FAX the following as soon as possible to (509) 943-5623 or email to [crichards@libertychristian.net](mailto:crichards@libertychristian.net) .

- Official Transcript (Report Card for 8<sup>th</sup> grade and lower)
- Recent Test Scores
- Immunization Records
- Discipline Reports
- Attendance Records
- IEP/Special Education Information
- Other \_\_\_\_\_

- Please mail the students complete CUM file to:

**Admissions  
Liberty Christian School  
2200 Williams Blvd.  
Richland, WA 99354**

FERPA (34 CFR 99.31) allows schools to disclose student records, without consent, to other schools to which a student is transferring. Rev. 6/2020