

COATESVILLE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 26, 2016

REVISED:

208-AR-2. STUDENT RECORDS RELEASE

Dear Counselor/Principal:

My child has been withdrawn from your school. Please release all academic, discipline, special education and health records to the school listed below.

Student's Name

Date of Birth

Date of Withdrawal

Grade at Time of Withdrawal

ALL RECORDS SHOULD BE SENT TO:

NAME OF RELEASING SCHOOL

Name of School

Name of School

Street Address

Street Address

City State ZIP

City State ZIP

Signature of Parent/Guardian

Date