

**REQUEST FOR TRANSFER OF STUDENT RECORDS AND INFORMATION  
NEWBERG SCHOOL DISTRICT 29J**

**STUDENT NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Previous School: \_\_\_\_\_

School Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PLEASE SEND:**  **ALL EDUCATIONAL RECORDS**

\_\_\_\_ Progress Reports      \_\_\_\_ Transcript      \_\_\_\_ Special Education Records

\_\_\_\_ Health Records      \_\_\_\_ Withdrawal Grades      \_\_\_\_ Other \_\_\_\_\_

(Oregon law defines education records to include those records that are directly related to a student and maintained by an educational agency or institution) (ORS 326.565 states records needed for placement cannot be withheld from a school district requesting student records when the student owes fees for loss or damage to school property) This release allows the incoming districts to be given information pertaining to the student over the phone.

**SEND RECORDS TO:**

**ANTONIA CRATER ELEMENTARY SCHOOL**

**Attn: Grace Bolliger, Records Secretary**

**203 W. Foothills Drive**

**Newberg, OR 97132**

**Phone 503-554-4650**

**Fax 503-537-3251**

**PARENT/GUARDIAN - Please check and complete below:**

I waive my right to review the records at this time and ask that the records be forwarded to Antonia Crater Elementary School, Newberg School District.

I wish to review the records before they are transferred.  
If so, I will contact my child's previous school within three (3) days.

Parent/Legal Guardian Printed Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

New Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

New Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Mailed: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Faxed: \_\_\_\_\_

Comments: \_\_\_\_\_

Second Request Mailed: \_\_\_\_\_

\_\_\_\_\_

Second Request Faxed: \_\_\_\_\_

\_\_\_\_\_

# **NOTICE OF RIGHTS PERTAINING TO EDUCATION RECORDS**

To Parents:

Under Oregon and federal law, the eligible student or student's parent/legal guardian have certain rights when education records are transferred from your previous school.

You may review the education records at this time or waive the right to review the records.

The eligible student or student's parent/legal guardian have the right to:

1. Review the education records subject to transfer.
2. Request an amendment of specified contents of the education records pursuant to Oregon Administrative Rule (OAR) 581-21-300 if you believe that the contents are inaccurate, misleading or in violation of the privacy of other rights of the students.
3. Request a hearing pursuant to OAR 581-21-310 if you request and amendment to the education records and the amendment is not made.