PLANNING & STUDENT SERVICES
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Records Transfer Form

Student records contain personally identifiable information and are confidential as defined by FERPA. Complete this form whenever a student record is delivered or received in person. JSD intra-district mail may **NOT** be used to transfer student records between schools. One form may be used for multiple students.

School: _____ School Year: _____

Student Name		Transfer Date	Transfer Method	Delivered By	Receiving School	Received By	
LastName	FirstName			PRINT NAME		PRINT NAME	SIGNATURE