



# Authorization to Request/Release Student Records

MCPS Form 550-2  
June 2016

Office of Shared Accountability  
Rockville, Maryland 20850  
MONTGOMERY COUNTY PUBLIC SCHOOLS

## FAX TRANSMITTAL

Date \_\_\_/\_\_\_/\_\_\_ Total Number of Pages Sent, (including this cover page) \_\_\_\_\_  
To: (school name) \_\_\_\_\_ Fax number \_\_\_-\_\_\_-\_\_\_  
From: (school name) \_\_\_\_\_  
Subject: \_\_\_\_\_  
If you do not receive all of the pages, please call:  
Name \_\_\_\_\_ Phone \_\_\_-\_\_\_-\_\_\_  
E-mail address: \_\_\_\_\_

**INSTRUCTIONS:** This form is used to request student records. Parent/Guardian should complete Parts I and II below. Record Keepers/Registrars should complete Part III and IV. Original should be forwarded to the agency/school releasing records. A copy should be filed in the students cumulative folder and **retained for three (3) years.**

### PART I: Student for Whom Records Are Requested

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
State ID# \_\_\_\_\_ MCPS ID# \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_  
Student Address \_\_\_\_\_

### PART II: Agency/School to SEND Records

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Fax # of sending School \_\_\_-\_\_\_-\_\_\_ Phone # of sending School \_\_\_-\_\_\_-\_\_\_

### PART III: MCPS School to RECEIVE Records

Record Keeper/Registrar Name \_\_\_\_\_  
Address \_\_\_\_\_  
Requested by:  
Parent/Guardian/Eligible Student Name \_\_\_\_\_  
Phone Number \_\_\_-\_\_\_-\_\_\_ Fax Number \_\_\_-\_\_\_-\_\_\_

### PART IV: Records/Information Needed for Enrollment

- Academic Records  Health Records  Proof of Age (Evidence of Birth)
- Information for Placement, i.e., Key to Grading  Confidential Records (if applicable)
- Documentation of legal name change pursuant to a court order, birth certificate demonstrating the student's new name, or through state or federally issued identification (if applicable).
- Documentation of gender designation change pursuant to a court order or documentation from a medical professional (if applicable).
- Other (specify) \_\_\_\_\_

### PART V: Authorization

Student records may be provided to officials of a school or school system in which the student intends to enroll without written consent of the parent/guardian or eligible student. (COMAR 13A.08.02.19)

## FOR OFFICIAL USE ONLY

### Record Keeper/Registrar Submitting Request

		COMMENTS
Records Requested	Date ___/___/___	
Records Sent	Date ___/___/___	
Records Received	Date ___/___/___	