



# SHERWOOD HIGH SCHOOL

16956 SW Meinecke Road  
Sherwood, Oregon 97140  
503.825.5526  
**FAX** 503.825.5520

**TO: LAST SCHOOL ATTENDED** \_\_\_\_\_

*School Mailing Address* \_\_\_\_\_

*City/State/Zip* \_\_\_\_\_

*School Telephone* \_\_\_\_\_ *Fax* \_\_\_\_\_

**RE: STUDENT LEGAL NAME** \_\_\_\_\_

Last Name

First

Middle

*Date of Birth* \_\_\_\_\_ *Grade* \_\_\_\_\_ *Graduation year* \_\_\_\_\_

**PLEASE FAX** transcript, withdrawal grades, immunizations, test scores, IEP/504 (current & eligibility), ELL (Munoz scores), and birth certificate upon receipt of this request in order to properly enroll and schedule the student.

**FAX to 503.825.5520**

**PLEASE mail the following records to SHERWOOD HIGH SCHOOL:**

- Official Transcript of Grades / Withdrawal Grades
- Cumulative Folder / Permanent Records
- Health Card / Immunization Records / Birth Certificate / Physical Exam
- ELL / TAG / 504 / IEP Records
- Behavioral Records
- ALL Testing Records / Scores

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent / Guardian / Registrar

ORS 336.187 "A public school or school district shall disclose personally identifiable information or other information allowed to be disclosed by the federal Family Educational Rights and Privacy Act from an education record of a students to:....." ORS 326.575 (2) "Subject to ORS 339.260, ....a school **may not refuse to forward the student's education records, because the student owes a fee or fine**....shall transfer all student education records relating to the particular student to the requesting school....**no later than 10 days after the receipt of the request.**" This is also in accordance to OAR 581.021.0220 and OAR 581.021.0250.

**NOTE:** Federal Law 99.30 allows for educational records to be sent to other educational agencies without the parent signature requirement.