



MALLARD CREEK HIGH SCHOOL REQUEST FOR STUDENT RECORDS

PLEASE NOTE

- If the student graduated prior to June 2013, you will have to request records from Student Placement. If the student graduated June 2014, we limited availability to student records.
- Allow up to 3-5 business days for your request to be processed.
- Identification is required when requesting student records.
- We do not send SAT, ACT, or any other test data information.

Date of Request _____

Student's Information (Print Clearly)

Name: _____

Student ID: _____ Birth Date: _____ Grade Level: _____

Signature of Parent/Guardian: _____

The following records are requested:

- ☐ Immunization records
- ☐ Copy of birth certificate
- ☐ Verification of Enrollment
- ☐ Discipline records
- ☐ 504 Plan
- ☐ Individual Education Plan
- ☐ Attendance Records