

SMITHVILLE R-II SCHOOL DISTRICT
MAPLE ELEMENTARY SCHOOL
600 MAPLE AVENUE
SMITHVILLE, MO 64089
PHONE (816)532-0589 FAX (816)532-3158
DISTRICT ID 024087 BUILDING 4020

STUDENT RECORDS REQUEST FORM

Name _____ Date of Birth _____ Grade _____

Previous School(s)

Most Recent School Attended

Any Other School Attended

Address

Address

City, State and Zip

City, State and Zip

Phone _____ Fax _____

Phone _____ Fax _____

Please scan or fax the following information to: fishera@smithville.k12.mo.us OR (816)532-3158

- _____ Withdrawal Form with Transfer Grades
- _____ Immunization and Health Records
- _____ Birth Certificate
- _____ Official Transcript with all Grades and Test Results
- _____ Special Education Records
- _____ IEP
- _____ 504 Plan
- _____ Diagnostic Evaluation Report

- _____ Discipline Records
- _____ Attendance Records
- _____ Gifted Education
- _____ MOSIS Identification Number

Parent Signature

Date

Home Phone

According to the Missouri Safe Schools Act Section 167.020.7 RsMo., any school district receiving a request for Records must respond within 5 business days of the receipt of request and must include discipline records. Violation of this subsection is a Class B misdemeanor.

Federal Law 99.21 states, "No parent signature is required for education records sent to another educational agency."