

American Heritage Academy
4325 Highway 17 South
Orange Park, FL 32003
(904) 269-2405 office
(904) 264-9791 fax

REQUEST FOR TRANSFER OF STUDENT
RECORDS/TRANSCRIPTS

Student's full name: _____

Student's Birth Date: _____ Current grade: _____

Student's Address: _____
(Street) (City/State) (Zip)

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Last School Attended: _____

Address: _____
(Street) (City/State) (Zip)

Please release all records including current grade, grade transcripts, health records, latest test scores and any special educational or psychological test results including confidential materials, results, scores and recommendations pertaining to their above named student as per the requirements of the Family Educational Rights and Privacy of 1974, PL 93-380, Section 438 and State Senate Statue 232.23 and State Board Regulation 62-1.955. Please forward these records to:

American Heritage Academy
4325 Highway 17 South
Orange Park, FL 32003

Signature of Parent/Guardian OR Student Date

(Parental permission is no longer required when authorized school personnel request records. Family Education Rights and Privacy Act, Final Rule on Education Records Federal Register, June 17, 1976, Vol 41, No. 118, page 24673.)

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Internal Use Only:

School Phone Number: (____)_____ School Fax Number: (____)_____

1st request _____ 2nd request _____ 3rd request _____ 4th request _____