



Lebanon R-III School District

www.lebanon.k12.mo.us

1310 E. Route 66
Lebanon, MO 65536
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Dr. David Schmitz, Superintendent
Dr. Brad Armstrong, Asst. Superintendent
Michele Hedges, Asst. Superintendent
Adam Dameron, Chief Financial Officer
Nick Cotta, Dir. of Special Programs
Jacy Overstreet, Dir. of Communication

Board of Education
Bob O'Neil, President
Jason Riggs, Vice-President
Kim Light, Member
Sherry Headley, Member
John Carr, Member
Jeremiah Hough, Member

Request for Records

Name: _____ Date of Birth: _____ Grade _____

Parent/Guardian Name: _____

Previous School Attended: _____

City: _____ State: _____ Last Date Attended: _____

*Your signature is authorization for a **one time only request of records**. Any further information needed will require a new signature.*

Parent/Guardian Signature: _____ Date: _____

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- School officials with legitimate interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

FOR OFFICE USE ONLY

Please fax the following copies:

- Immunization Record
- Health/Medical Records
- Grades
- Attendance & Discipline Records
- Testing Scores
- Special Education Records, including, but not limited to: Current IEP, IEP Amendments, Evaluation Report, Consent for Initial Provision of Services, Consent for Initial Evaluation and/or Reevaluation, etc.
- Section 504 Records, including, but not limited to: Current Section 504 Accommodation Plan, Evaluation Report, etc.
- Gifted Records
- Other: _____

Other Notes: **SEE ATTACHED SHEETS FOR ADDITIONAL NOTES.**

Please return to:

Enrollment Secretary Signature: _____ Date: _____

"Inspire Learning in All"

Established - 1870

Equal Opportunity Employer – Services provided on a non-discriminatory basis