

**Fullerton School District**  
Office of Child Welfare and Attendance

The Fullerton School District complies with the Family Educational Rights and Privacy Act (FERPA) and all other applicable Federal and State laws regulating access to student records and information. In keeping with this practice, all requests for student records must be submitted in writing with an original signature of the custodial parent when requesting records of a minor child, or the original signature of the adult requesting their own school records. Fullerton School District does not keep copies of students' cumulative records after a student has graduated or otherwise left the District. Those records are forwarded to the subsequent school of attendance. The Fullerton School District only retains information categorized by the State of California as PERMANENT STUDENT RECORDS. **Please contact the appropriate high school district for student records for grades 9 –12.**

In order to properly process your request, all information must be provided. Please PRINT legibly.

HAVE YOU PREVIOUSLY REQUESTED STUDENT RECORDS FROM FSD? \_\_\_\_\_ WHEN? \_\_\_\_\_

\_\_\_\_\_  
Student's full **LEGAL** name

\_\_\_\_\_  
Student's full name used in school

\_\_\_\_\_  
Student's **current** full name

\_\_\_\_\_  
Date of Birth

Male \_\_\_\_\_ Female \_\_\_\_\_

**Student's Current Age:** \_\_\_\_\_

(If student is 18 years or older, he/she must personally complete and sign this request and provide appropriate photo identification)

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Current Mailing address: \_\_\_\_\_

Number

Street Name

Apt#

City

State, Zip Code

\_\_\_\_\_  
Cell phone number

\_\_\_\_\_  
Email address

List all schools attended in FSD from kindergarten through eighth grades. (Not high school):

Records needed, **please be specific** : \_\_\_\_\_

(i.e. attendance/dates attended, report cards, state test, etc)

Purpose of request: \_\_\_\_\_

(ie. immigration, college application, tax reasons, etc)

I authorize/request that the above records be released by the Fullerton School District and mailed to the above address.

\_\_\_\_\_  
Signature of Student (over 18 years old)

\_\_\_\_\_  
Signature of Parent/legal guardian of Minor Child (under 18 years old)

CWA will process requests in the order received and records will be mailed to the address provided within 5-7 working days. If the requested records are not available, you will be notified.

(This space for notary use only)

**NOTARIAL ACKNOWLEDGMENT AND SEAL:**