

SOUTHERN PUBLIC SCHOOLS
REQUEST FOR RELEASE OF INFORMATION
PROCEDURES

In order to provide your school records to another institution/organization, the student (if over 18) or legal guardian (if under 18) must follow one of the following processes.

1. Complete the attached form and hand deliver to us.
2. Sign the institution/organization's request form and have them send the request to us.

Which school do you want records sent to? (Please Circle)

<p>Southern Jr/ Sr High School PO Box 237 115 South 11th St. Wymore, NE 68466 Phone: 402-645-3326 Fax: 402-645-8049</p>	<p>Southern Elementary School 315 West 2nd St. Blue Springs NE 68318 Phone: 402-645-3359 Fax: 402-645-3740</p>
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REQUEST FOR THE RELEASE OF INFORMATION

Name of Student (if married, include maiden name)	Date of Birth	Graduation Date
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School student is currently attending or last school attended:

Name of institution or organization: _____

Street: _____

City, State, Zip: _____

Information or records to be sent:

- _____ Information including transcript of grades and test results.
- _____ Nebraska State Student Number
- _____ Nebraska State Standards Information
- _____ Medical information.
- _____ Psychological information.
- _____ Psychiatric information.
- _____ Special Education records.
- _____ Other Information _____

Requested By: Parent/Guardian or Student	Date
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Requester's Mailing Address	Telephone Number
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