

SOUTHERN PUBLIC SCHOOLS  
REQUEST FOR TRANSFER 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.

**Southern Jr/ Sr High School**

PO Box 237  
115 South 11th St.  
Wymore, NE 68466  
Phone: 402-645-3326  
Fax: 402-645-8049

**Southern Elementary School**

315 West 2nd St.  
Blue Springs NE 68318  
Phone: 402-645-3359  
Fax: 402-645-3740

**REQUEST FOR THE TRANSFER OF INFORMATION**

\_\_\_\_\_  
Name of Student  
(if married, include maiden name)

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

\_\_\_\_\_  
Graduation Date

Name of institution or organization to receive records: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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

\_\_\_\_\_  
Requester's Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_