

Burns High School

Laramie County School District #2
524 E. 4th St. Burns, Wyoming 82053
Phone (307)245-4100 Fax (307)459-6039

Bobby Dishman
Principal

Lori Romsa
Secretary

Shelly Humphrey
Secretary

Donna Black
Secretary

Barry Ward
Activities Director

Kaycee Tidyman
Counselor

REQUEST FOR TRANSFER OF OFFICIAL RECORD BETWEEN SCHOOLS

Date: _____

School: _____

Fax: _____

Would you please provide us with the following records for the above student:
Grades earned withdrawal – Official Transcripts – Standardized Tests Scores –
Discipline Records – Special Education Records if applicable – Other Pertinent
educational information.

Student's Name	DOB	Grade
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Parent/guardian (if available)

According to the Final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational institution and officials of other schools in school system in which the students may intend to enroll, may receive a student's records without written consent for such a release.

Building Our Future