



Divine Mercy Catholic School  
120 Arturus Street  
Payne, OH 45880  
Ph: 419-263-2114 Fax: 419-567-1503

## RECORDS REQUEST

To (School Name): \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Student Name

Grade

Birthdate

_____	_____	_____
_____	_____	_____
_____	_____	_____

You are authorized to release the records listed below for the above named student to:

**Divine Mercy Catholic School      120 Arturus Street, Payne OH 45880**

Specific data to be released – Please check:

\_\_\_\_\_ All personally identifiable data on file

\_\_\_\_\_ The following records only... \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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