

REQUEST FOR STUDENT RECORDS	DATE:	
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PRIVACY ACT NOTICE

AUTHORITY: Title V, USC, Section 22a
 ROUTINE USES: Used by School and Records managers in all elements of DoDDS-A to request records for students enrolling. Personal data cited is derived from enrollment form and is required for records locator purposes. Release signature required under the 1974 Privacy Act to authorize transmittal of student records. A record copy of this request maintained by requestors for a five-year period for any records released to non-DoD activities.
 MANDATORY/VOLUNTARY DISCLOSURE/EFFECT OF NON-DISCLOSURE: An authorizing signature is mandatory under the Privacy Act to release records. Failure to sign will result in records not being released.

TO: <i>Previous School</i>		FROM: <i>New School</i>
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NAME OF STUDENT(S)			DATE OF BIRTH	ATTENDED YOUR SCHOOL	
Last Name	First Name	MI	Mo/Day/Yr	Withdrawal Date	Last Grade

The student(s) identified above has/have enrolled in our school. This/ these student(s)'s **report card(s), cumulative folder(s), health record(s),** and any **special education record(s)** are requested.
 In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (and for DoDDS-A schools, the DoDDS-A Policy Statement for the Collections, Maintenance, and dissemination of Pupil Records, dated 16 September 1974), listed below is the written authorization for release of records and files for the above named student(s) to the school shown above.

I, (Sponsor) _____, do hereby request and authorize the release of records and files for the above named student(s) to the school shown above.

Signature of Sponsor (Authorizing Agent)		Date Signed
Type/Print Name of Requestor (School Personnel)	Signature	

DSA 105 (Nov 89) Previous editions are obsolete and will not be used.

The following are the addresses to be used for the requesting schools: <i>(Telephone & fax are listed for calling from outside UK for inside UK drop 01144 from the beginning and add 0)</i>	FELTWELL ELEMENTARY SCHOOL CCSE/F UNIT 5185 BOX 315 APO AE 09461 TELEPHONE: 011-44-1638-527003 FAX:011-44-1842-827931 GRADES: K-5	LAKENHEATH MIDDLE SCHOOL CCSM UNIT 5185 BOX 55 APO AE 09461 TELEPHONE: 011-44-1842-828245 FAX: 011-44-1842-827329 GRADES: 6-8
LAKENHEATH ELEMENTARY SCHOOL CCSE/L UNIT 5185 BOX 40 APO AE 09464-8540 TELEPHONE: 011-44-1638-532672 FAX:011-44-1638-531161 GRADES: PK-3	LIBERTY INTERMEDIATE SCHOOL CCSI UNIT 5185 BOX 50 APO AE 09464 TELEPHONE: 011-44-1638-522258 FAX: 011-44-1638-533906 GRADES 4-5	LAKENHEATH HIGH SCHOOL CCSI UNIT 5185 BOX 45 APO AE 09464 TELEPHONE: 011-44-1638-523115 FAX:011-44-1638-533073 GRADES: 9-12