



Great Northern School District #312  
 3115 N. Spotted Rd.  
 Spokane, WA 99224  
 Phone: (509) 747-7714  
 Fax: (509) 838-5670  
 www.gnsd.k12.wa.us

**REQUEST FOR TRANSFER OF EDUCATIONAL RECORDS BETWEEN SCHOOLS**

To: School: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

RE: Student(s) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

The above student(s) has/have enrolled in the Great Northern School District.

Please forward the complete cumulative file, including:

- health and immunization records (please send ASAP via fax)
- academic performance
- disciplinary actions and psychological/counseling records
- attendance
- special education records
- to share information/communicate

Please send ASAP to the attention of: Great Northern School District #312  
 3115 N. Spotted Rd.  
 Spokane, WA 99224

**Records Release Authorization:** Parent consent is not required for transfer of records sent to another educational agency under Public Law 93-380, now amended in Section 99.34, PL 93-568, and Authority 20 U.S.C. 123g(b)(1)(D).

Thank you,

Jodi Finley  
 District Secretary  
 Great Northern School District #312