

**North Kansas City School District  
Staley High School**

2800 N. E. Shoal Creek Parkway  
Kansas City, Missouri, 64156  
Phone: 816-413-4100 Fax: 816-413-4125

**STUDENT RECORD REQUEST FORM**

**NAME** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**PREVIOUS SCHOOL(S):**

Most recent school attended \_\_\_\_\_

Any other school attended \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**\*IF THE LAST SCHOOL YOU ATTENDED WAS A MIDDLE SCHOOL, WHAT HIGH SCHOOL WOULD YOU HAVE ATTENDED THIS YEAR?**

**PLEASE FAX THE FOLLOWING INFORMATION:**

- WITHDRAWAL FORM WITH TRANSFER GRADES AND PERCENTAGES
- IMMUNIZATION AND HEALTH RECORDS
- BIRTH CERTIFICATE
- OFFICIAL TRANSCRIPT WITH ALL GRADES
- MAP, END-OF-COURSE EXAMS, AND STANDARDIZED TEST SCORES
- SPECIAL EDUCATION RECORDS
  - IEP AND DIAGNOSTIC RECORDS
  - 504 PLAN
- DISCIPLINE RECORDS---please fill out attached form
- ATTENDANCE RECORDS—please send CUMMULITAVE PERCENTAGES
- A+ RECORDS

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Daytime Phone \_\_\_\_\_

• According to the Missouri Safe Schools Act Section 167.020.7 RSMo., any school district receiving a request for records must respond within 5 (five) business days of receipt of request and must include discipline records. Violation of this subsection is a Class B misdemeanor.

• **FEDERAL LAW 99.21 STATES, "NO PARENT SIGNATURE REQUIRED FOR EDUCATION RECORDS SENT TO ANOTHER EDUCATIONAL AGENCY."**