



CLOVIS HIGH SCHOOL

GUIDANCE OFFICE

P.O. Box 19000, Clovis, New Mexico 88101-9000

Telephone: (505) 769-4350

Fax: (505) 769-4366

Request for School Records

This section to be completed by Parent/Guardian

Student: _____ Social Security #: _____

Date of Birth: _____ Current Grade: _____

Previous School Attended: _____

Previous School Address: _____

Has student ever attended a school in Clovis Municipal Schools? *Any Elementary School, Middle School, Choices, or Clovis High School*

YES, Last CMS school attended _____ Year: _____ Grade: _____

NO, Never attended CMS schools. *Grade Last Year: 8th 9th 10th 11th 12th (Please Circle One)*

it is not necessary for parents to sign a release when records are being passed from public school to public school.
Note Federal Register. Thursday, June 17, 1976, Page 11.

This section to be completed by CHS Official

PLEASE SEND THE FOLLOWING RECORDS:

- Official Transcript
- Faxed unofficial Transcript
- Withdrawal Form with ALL Current Check-out Grades
- Standard Testing Results

- Special Education Records, IEP's
- Attendance
- Immunization Records
- Discipline Records

Sarah King (Registrar)

Date of Request

1st Request

2nd Request

3rd Request

This section to be completed by Previous School Official

Student has an *outstanding obligation*. Item(s): _____ Amount: _____

Student *did not attend school long enough to receive any grades*.

Other: _____

School Official

Title

Date