



# Mira Costa High School

1401 Artesia Blvd. • Manhattan Beach, CA 90266-7196  
Phone: (310) 318-7337 Ext. 5049 • Fax: (310) 303-3354

## Request for Student Records

PREVIOUS SCHOOL NAME: \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

The following student has enrolled at Mira Costa High School. The Federal Family Rights and Privacy Act of 1974 and California law does not require the school forwarding student records to obtain parent permission to release the records to new schools of enrollment.

Last Name	First Name	MI	Date of Birth	Grade Level
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Please forward the following pupil records:

<input type="checkbox"/> Cumulative File	<input type="checkbox"/> IEP/504 (if applicable)
<input type="checkbox"/> Health Records	<input type="checkbox"/> Discipline Record / Suspension Notices
<input type="checkbox"/> Official Transcript	<input type="checkbox"/> State Test Results
<input type="checkbox"/> Withdrawal Grades	<input type="checkbox"/> CELDT Results

If the above-named pupil left your school with a debt remaining for lost or damaged books or items and you have withheld grades, diplomas, transcripts from the parent/student, we will reciprocally withhold these records on your request, pursuant to EC § 48904 et seq. until this debt is settled. Please note that these provisions apply to public and private schools but do not include PTA debts or private school tuition, which are matters for the small claims court.

Mail to: Mira Costa High School	1st Request: _____
Attn: Registrar	2nd Request: _____
1401 Artesia Blvd.	3rd Request: _____
Manhattan Beach, CA 90266	