



**PO Box 578  
White Swan, WA 98952**

Middle School Phone (509) 874-8626  
 High School Phone (509) 874-2324  
 Elementary Phone (509) 848-2935  
 Special Education Phone (509) 848-5710  
 Fax Number (White Swan) (509) 874-8650  
 Fax Number (Harrah) (509) 848-2770

***Parent Request for Student Records***

<b>To:</b>  <i>(Name of School)</i>	<b>From:</b>  <i>(Name of Parent)</i>
<b>Student Name:</b>  <b>Date of Birth:</b>  <b>Current Grade Level:</b>	<b>Date:</b>  <b>Time: _____am/pm</b>

Please copy the following educational records:

- Attendance
- Birth Certificate
- Discipline
- Grades
- Guardianship/Custody Paperwork
- Health Immunization
- SSID#
- Test Scores
- Transcripts
- Sports Physical

Staff Member Completing Request:

\_\_\_\_\_

Date: