

**HUMANITIES AND SCIENCES ACADEMY OF THE UNITED STATES
INTERNATIONAL COMMERCE SECONDARY SCHOOLS**

1105 E. Broadway Rd, Tempe, AZ 85282



Phone: (800) 762-0010

www.humsci.org

Fax: (480) 829.4999

Request for Records

Date: _____ Fax Number: _____

Name of School: _____

Student Name: _____

Date of Birth: _____ Last Date of Attendance: _____ Last Grade Attended: _____

Please send to my attention the following records as indicated:

- Arizona Department of Education – SSID Number
- Date of entrance in your school
- Date of leaving, and credits earned up until that date
- Explanation of marks used in grading
- Birth Certificate
- Complete health and immunization record
- Psychological reports and all special education records. If your school uses **e-IEP Pro**, please list contact person and information for us to send a request through this system.
Contact Information: _____
- Withdrawal form
- Most recent nationally normed standardized test scores
- Most recent state standardized test scores
- Arizona English Language Learner Assessment results (AZELLA)
- Please mail official transcript
- Please Fax unofficial transcript

Thank you for your prompt attention. If you have any questions, please contact me at (800) 762-0010

Sincerely,
Sarah Schelstrate
Assistant Registrar

I consent to the transfer of the requested records.

Student/Parent Signature

Date

Date(s) Requested:

1st Request: _____ 2nd Request: _____ 3rd Request: _____

ARS §15-828(F) Within five school days after enrolling a transfer pupil from a private school or another school district, a school shall request directly from the pupil's previous school a certified copy of the pupil's record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Notwithstanding any financial debt owed by the pupil, any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request unless the record has been flagged pursuant to section 15-829.

34 CFR § 99.31(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 (parent or eligible student).

09.16.2020