

Overland Christian Schools

7016 W. 74th Street • Overland Park, Kansas 66204 • (913) 647-8729 • www.overlandchristian.org

REQUEST FOR RELEASE OF RECORDS

To:

(School)

(Administrator)

(Address)

(City) (State) (Zip Code)

To Whom It May Concern:

Please release all academic and health records for the following student who is currently enrolled at Overland Christian Schools:

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Gender: M F **Birthdate** ___ / ___ / ___ **Age** ___ **S.S.#** ___ - ___ - ___

Thank you!

(Principal) (Date)

(Parent/Legal Guardian*) (Date)

Please Mail Or Fax To:
Overland Christian Schools
ATTN: Student Records
7401 Metcalf Avenue
Overland Park, KS 66204
Fax: (913) 213-5616

*The Family Educational Right to Privacy Act (Buckley Amendment) states that it is not necessary to obtain written consent for the release of student records between educational institutions when a student is enrolled at a new institution.