

**Western Sierra Charter Schools
Mountain Home School Charter
41267 Hwy 41
Oakhurst, California 93644**

Telephone (559) 642-1422

Fax (559) 642-1592

REQUEST FOR EDUCATIONAL RECORDS

Date: _____

To: _____

School last attended

Address

City

State

Zip

Phone: _____ Fax: _____

Please send Cumulative records and Special Education records for the following student(s) enrolled at Mountain Home School Charter:

Name: _____ DOB: _____ GR: _____

Name: _____ DOB: _____ GR: _____

Enroll Date: ___/___/_____ 1st Day of Attendance: M T W Th F, ___/___/_____

Please fax the following information prior to mailing the cumulative records to (559) 642-1592

- ____ Birth Certificate
- ____ Immunization records
- ____ Grade History
- ____ Discipline records
- ____ STAR/CST Test scores
- ____ IEP (if applicable)

**Please mail to: MOUNTAIN HOME SCHOOL CHARTER
ATTN: MELISSA NAPIER
41267 HWY 41
OAKHURST, CA 93644**

When a student owes a financial obligation to any school district or private school, Section 48904(b) allows a school to withhold grades, diploma and transcript from the pupil but not from a requesting school district or private school. In view of the mandate in Section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the pupil has caused damage to the school or owes the school money for materials or fines for unreturned books, etc... (64 opinions, California Attorney General 867; Regulations Section 438, Title 5, California Administrative Code)