



WORLD ACADEMY

Attn: School Records Dept.,

A previous student of your school has applied for admissions to A+ World Academy. As part of our admissions process, we review each student's academic, attendance, medical and behavior records. A+ World Academy would like to request the student record(s) of

_____.

We would like all parts of his/her educational record including but not limited to:

- Transcript (grades, test scores, courses, specializations, activities)
- Official letters regarding a student's status in school
- Special education records/IEP/504
- Disciplinary records (must indicate if there is none)
- Medical and health records that the school collected or created
- Attendance records

If there is any further information you would like to provide, including letters of recommendation or records of extra-curricular commitment, please feel free to assist us in deciding if this student is the right fit for our rigorous program.

Please send these records by e-mail to: headofschool@aplusworldacademy.org.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)*:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

*FERPA 34 CFR § 99.31 states that schools can disclose these records without parental consent to school officials with legitimate educational interest and in which the student currently attends. Please see the excerpt from FERPA below taken from <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.