



# Estancia Municipal School District

900 N. 9<sup>th</sup> St. / P.O. Box 68, Estancia, NM 87016  
505-384-2000 (Tel) – 505-384-2015 (Fax) – [www.emsdbears.us](http://www.emsdbears.us)

## RECORDS RELEASE REQUEST FORM

NAME OF PREVIOUS SCHOOL

ADDRESS OF PREVIOUS SCHOOL

PHONE OF PREVIOUS SCHOOL

CITY, STATE & ZIP CODE

FAX OF PREVIOUS SCHOOL

In an effort to meet the needs of your student, we believe that it would be most useful to have any previous school record(s) that are available.

The student listed below recently enrolled in our school. We would appreciate it if you would send the following records to us. In accordance with the Family Education Rights and Privacy Act of 1974 and New Mexico State Law, permission to release this information has been granted by the parent/guardian. We request the records of:

PENDING STUDENT NAME

PENDING PREVIOUS GRADE

PENDING DATE WITHDRAWN

Student's Name:

Previous Grade Level:

Date Withdrawn:

Cumulative Record  
Special Education  
Medical Records  
Psychological/Psychiatric/Social, Etc.

PENDING PARENT/GUARDIAN SIGNATURE  
PENDING PARENT/GUARDIAN SIGNATURE  
PENDING PARENT/GUARDIAN SIGNATURE  
PENDING PARENT/GUARDIAN SIGNATURE

PLEASE SEND THESE SCHOOL RECORDS TO:

AIMEE WATTS  
ESTANCIA ELEMENTARY SCHOOL  
P.O. BOX 68  
ESTANCIA, NM 87036  
[aimee.watts@emsdbears.us](mailto:aimee.watts@emsdbears.us)  
505-384-2027 (Fax)

LEONARD CHAVEZ  
ESTANCIA SECONDARY SCHOOL  
P.O. BOX 68  
ESTANCIA, NM 87036  
[leonard.chavez@emsdbears.us](mailto:leonard.chavez@emsdbears.us)  
505-384-2025 (Fax)

Estancia Municipal Schools will not permit any other party to have access to such information (on the above student) without the written consent of the parents/guardians.

Signature: PENDING SCHOOL REPRESENTATIVE SIGNATURE

Date: PENDING DATE

***THIS FORM IS BEING SENT BY AN AUTHORIZED SCHOOL REPRESENTATIVE – PARENT AUTHORIZATION OBTAINED ELECTRONICALLY  
THIS FORM IS NOT INTENDED TO BE FILLED OUT, THIS FORM IS FOR ONLINE REFERENCE ONLY***