

VISTA HEIGHTS MIDDLE SCHOOL
484 W. Pony Express Parkway, Saratoga Springs, UT 84045
School Number 801.610.8770 Fax Number 801.768.4226
Steve Stewart Principal, Joe Hayes & Aaron Barth Assistant Principals

REQUEST FOR STUDENT RECORDS

This student is enrolling at Vista Heights Middle School. Please send his/her complete *Cumulative Record File* or similar records or copies, including *withdrawal grade, transcripts, immunizations record, birth certificate, IEP, 504, achievement and psychological test results and discipline records*. A school district may request student records from another school the student has attended without parent signature of approval. See "Privacy Act" Section 438, Subsection (b).

PREVIOUS SCHOOL NAME: _____
ADDRESS, CITY & STATE: _____
PHONE & FAX NUMBER: _____ / _____

CHILD'S NAME: _____
DATE OF BIRTH: _____
CURRENT GRADE LEVEL: _____

Please send records to:

*Laura O'Connor - Registrar
Vista Heights Middle School
484 W. Pony Express Parkway
Saratoga Springs, UT 84045*

Date requested: _____ (1st) (2nd) (3rd)

Note to parents: It is your responsibility to accurately and completely furnish the above information so that your child may be promptly enrolled in appropriate classes. Without this information we will be unable to transfer your child's credits to any schools he may attend in the future. Guardian Signature: _____ Date: _____