



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

STUDENT RECORDS REVIEW REQUEST – Parent/Guardian/Adult Student

For the purposes of records inspection and review, I request access to the following student records:

Student Name		Grade	Birthdate
School(s): <input type="checkbox"/> Valley Early Learning Center Date(s) of Attendance: <input type="checkbox"/> Valley K-8 Date(s) of Attendance: <input type="checkbox"/> Paideia High School Date(s) of Attendance: <input type="checkbox"/> Columbia Virtual Academy Date(s) of Attendance:		<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Previously Enrolled Record Types: <input type="checkbox"/> Cumulative (<i>Enrollment history, attendance, grades/progress, credits earned, assessments, discipline, health</i>) <input type="checkbox"/> Supplementary (<i>Special Services records, reports from non-school persons/agencies and other records</i>) <input type="checkbox"/> Other	
		<i>Please provide additional information as needed to assist the school with this request:</i>	

Full Name of Requestor		Date
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> I am the Adult Student (Age 18 or older)		
<i>Before the request will be granted, the requestor must establish to the satisfaction of the principal or designee the relationship to the student and the right to access the information. If the requestor is a guardian, documents verifying guardianship must be provided. In making this request and signing below, the requestor hereby declares under penalty of law the stated relationship to the student is true and correct.</i>		
Street/Mailing Address		
City/State/Zip	Email Address	
Daytime Phone Number	Mobile Number	
Signature of Requestor		

Please submit this request to one of the following. Staff will contact you to set up an appointment for reviewing and/or receiving copies of the requested records.

- School office to the attention of the Principal; contact information is available at www.valleysd.org
- District Administrative Office at 3030 Huffman Road, Valley, WA 99181; phone (509) 937-2791; fax (509) 937-2691

Inspection and review will be conducted during normal working hours at Valley School District, unless the records custodian (principal, teacher, counselor, nurse, psychologist) consents to other arrangements. Custodians will assist in the interpretation and analysis of student records as needed. Although records must remain within district control, they may be copied or reproduced by or for the parent or adult student at their expense.