

**Frederick H. Tuttle Middle School  
Guidance Office  
500 Dorset Street  
South Burlington, VT 05403**

**REQUEST FOR STUDENT RECORDS**

*Please return this form to the FHTMS Guidance Office, not to the previously attended school.*

**The following student has enrolled at Frederick H. Tuttle Middle School**

STUDENT	GRADE	BIRTHDATE

Parent/guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

<b>Last School Attended</b>		
<b>Last School Address</b>		
<b>Last School Fax &amp; Phone</b>	<b>Fax:</b>	<b>Phone:</b>

In order that we may prepare a suitable program for this student, we request the following records.

- 1. Official transcript of all academic work**
- 2. Health Record**
- 3. For students receiving special services:**
  - a. Individual Educational Plan (IEP)
  - b. 504 Plan
  - c. Act 230 – Educational Support Team information
- 4. Standardized Test Scores**
- 5. Vermont State ID number, if appropriate \_\_\_\_\_**

Parental permission is not required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule of Education records, Federal Register, June 17, 1976, vol. 41 118, page 24673)

**Please call us at (802) 652-7105, or fax to (802) 652-7152  
if there is any information that you would prefer to transmit to us immediately.**

<b>Please send records to the following address:</b>
Guidance Office Frederick H. Tuttle Middle School 500 Dorset Street South Burlington, VT 05403

**Thank you for your prompt attention to this request.**