



# ST. HENRY CATHOLIC SCHOOL

3825 DIXIE HIGHWAY | ELSMERE, KY 41018 | 859-342-2551 | 859-342-2554/FAX | STHENRYSCHOOL.NET

## REQUEST TO RELEASE SCHOOL RECORDS **2026-2027**

Public Law 93-380 (Federal Family Education Rights and Privacy Act of 1974) specifically states that school records may be released to a third party provided that:

1. Written consent is obtained from the parent, guardian, or legal age student.
2. The reason for the release is stated.
3. The identity of the third party is specified.
4. The parents received a copy of the record, if desired.
5. The records to be released are specified.

Please release the complete school records, including immunization certificate and all psychological reports for educational purposes of:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Grade

Present School Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

*Kimberly Wagner*  
Principal



A DIOCESE OF COVINGTON SCHOOL