



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