

**Western Sierra Charter Schools  
Glacier High School Charter  
41267 Hwy 41  
Oakhurst, California 93644**

**Telephone (559) 642-1422**

**Fax (559) 642-1592**

**REQUEST FOR EDUCATIONAL RECORDS**

Date: \_\_\_\_\_

To: \_\_\_\_\_

School last attended

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please send Cumulative records and Special Education records for the following student(s) enrolled at Glacier High School Charter:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ GR: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ GR: \_\_\_\_\_

Enroll Date: \_\_\_/\_\_\_/\_\_\_\_\_ 1<sup>st</sup> Day of Attendance: M T W Th F, \_\_\_/\_\_\_/\_\_\_\_\_

Please fax the following information prior to mailing the cumulative records to (559) 642-1592

- \_\_\_ Birth Certificate
- \_\_\_ Immunization records
- \_\_\_ Transcript
- \_\_\_ CAHSEE scores
- \_\_\_ Discipline records
- \_\_\_ STAR/CST Test scores
- \_\_\_ IEP (if applicable)

**Please mail to:      GLACIER HIGH SCHOOL CHARTER  
                                 ATTN: MELISSA NAPIER  
                                 41267 HWY 41  
                                 OAKHURST, CA 93644**

When a student owes a financial obligation to any school district or private school, Section 48904(b) allows a school to withhold grades, diploma and transcript from the pupil but not from a requesting school district or private school. In view of the mandate in Section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the pupil has caused damage to the school or owes the school money for materials or fines for unreturned books, etc... (64 opinions, California Attorney General 867; Regulations Section 438, Title 5, California Administrative Code)