



Muncy School District

206 Sherman Street
Muncy, PA 17756
(570) 546-3125



REQUEST FOR STUDENT RECORDS

Date: _____

School: _____

School Address: _____

School Telephone _____ School Fax Number: _____

Please release to the **Muncy School District**, all school records, including but not limited to: most recent report card/ transcripts, withdrawal grades, immunizations, health records, discipline reports, most recent state test scores, Special Education records (including IEP if applicable and gifted information), and psychological reports relating to**:

1)	Student's Name: _____
	Grade: _____ Date of Birth: _____
2)	Student's Name: _____
	Grade: _____ Date of Birth: _____
3)	Student's Name: _____
	Grade: _____ Date of Birth: _____
4)	Student's Name: _____
	Grade: _____ Date of Birth: _____

****Please FAX immunizations, birth certificate, withdrawal grades, report card/transcript, state test scores, and IEP Information if applicable upon receipt of this request.**

PLEASE INCLUDE PA SECURE ID NUMBER WITH FAXED RECORDS.

All other requested information regarding the above-mentioned student (s) can be mailed to:

Grades 7-12

Guidance Office
Muncy Junior Senior High School
200 West Penn Street
Muncy, PA 17756
PHONE: 570- 546-3127 or FAX: 570- 546-7688

Grades K-6

Ward L. Myers Elementary School
125 New Street
Muncy, PA 17756
PHONE: 570-546-3129, ext. 1100
FAX: 570-546-7744