



Helena High School

1300 Billings Avenue
Helena, MT 59601-3981
Main Office (406) 324-2200
Counseling (406) 324-2220
Fax (406) 324-2222

Request for Records

School: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

Student Name: _____ DOB: _____ Grade: _____

Student Name: _____ DOB: _____ Grade: _____

Please send the following items immediately in order that the student may enroll as soon as possible. Email: cvandaele@helenaschools.org Fax: (406)324-2222

- | | | |
|--------------------|-------------------------|------------------------------------|
| *Birth Certificate | *Official Transcript | *Immunization/Health Records |
| *Withdrawal Grades | *Discipline Records | *Special Education/IEP/504 Records |
| *School Profile | *Attendance Reports | *Entrance and Withdrawal Dates |
| *Student Schedule | *Standardized Test Rest | |

Please mail the original documents listed above with the students' cumulative file to:
Helena High School
1300 Billings Avenue
Helena, MT 59601

Montana state law requires students' discipline records before enrollment in school. If there are not any discipline infractions, please indicate by signing below:

Thank you,

Corena VanDaele
Counseling Secretary
cvandaele@helenaschools.org
(406) 324-2220

Parent/Guardian Signature

Phone Number

(According to the Education Amendment f 1974, "Protection of the Rights and Privacy of Parents and Students", Sub-section (b) (1), parts A&B, page 97. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll may receive a student's records without a written consent for such release.)