

(Print on public education agency letterhead)

Notice of Transfer of Records

Dear Parent/Guardian:

This is to notify you that the education records, including the IEP and supporting documents and other records related to the provision of special education or related services for (student name)_____ have been transferred from (previous public education agency)_____ to electronic storage on (date)_____.

Should the student enroll in another public education agency in Alabama, the records will be electronically sent to the receiving public education agency upon enrollment. Should the student enroll in a public education agency in another state, a hard copy of the records should be requested by the public agency in the new state from the last public education agency attended in Alabama.

The confidentiality of the records will be maintained according to federal regulations, the Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99 and state regulations, the *Alabama Administrative Code* 290-8-9(2)(e).

Should you have questions or need assistance, please contact:

Public Education Agency Official

Telephone: