

# Mountainville Academy

## Request for transfer of Records

Send Records To:  
195 S Main Street  
Alpine, Utah 84004  
(801) 756-9805

To: \_\_\_\_\_ in the \_\_\_\_\_  
(School Transferring from) (School District)

The student referenced below has registered to attend Mountainville Academy. You have been identified as the student's last school of attendance. In accordance with UCA 53A-11-504 Requirement of school record for transfer of student - Procedures, we request that this student's record, including the student's cumulative file, discipline file, U-PASS testing information, the IEP and associated testing as well as 504 Plan be sent to us at your earliest possible convenience.

Student Name: \_\_\_\_\_ Grade: (2020-21) \_\_\_\_\_

### Check the instructional programs your child participated in at his/her previous school(s):

\_\_\_ Special Education (IEP or Speech and Language)  
\_\_\_ English as a Second Language (ESL or ELD)  
\_\_\_ 504 Plan

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

For office use only:

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

1<sup>st</sup> Request / /

2<sup>nd</sup> Request / /

3<sup>rd</sup> Request / /