

Monrovia Unified School District  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-2000

AR 5125 (e)

PARENT NOTIFICATION/TRANSFER OF RECORD  
(To be used when pupil has already moved and request is received for records)

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

To Parent/Eligible pupil:

The \_\_\_\_\_ School in \_\_\_\_\_ has requested our school records for your son/daughter \_\_\_\_\_. They indicated that he/she has/will enroll(ed) there. We are forwarding the records as requested.

If you wish to review the records or have questions regarding the information, you should contact the school named above.

They will provide you with a copy of the records. There may be a nominal fee for each copy.

\_\_\_\_\_  
Principal

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PARENT NOTIFICATION/TRANSFER OF RECORD  
(To be used when pupil or parent requests that records be forwarded to district of intended enrollment)

Date \_\_\_\_\_

Upon your request, we are forwarding all of the school records for:

\_\_\_\_\_ to \_\_\_\_\_ School District in \_\_\_\_\_, a school where he/she intends to enroll (or other requesting district which indicated that your son/daughter enrolled there).

If you wish to review the file, have questions regarding information in the file, or desire a copy of the materials forwarded, please let this office know. (A nominal fee for copies is charged: 20cents per page).

\_\_\_\_\_  
Principal

Notification acknowledged:

\_\_\_\_\_  
Parent/Eligible pupil

\_\_\_\_\_  
Date