

**PULASKI HIGH SCHOOL
DUPLICATE CORRESPONDENCE REQUEST FORM**

It is the policy of Pulaski High School to provide duplicate correspondence copies of official correspondence and records regarding students whose parents or guardians have special needs and who request this service in writing. The most common reasons for requesting this service include the separation or divorce of parents. Duplicate copies of regular correspondence will be provided at no cost to the requestor.

Persons who wish to receive a duplicate copy of correspondence or records concerning a student should complete the following. Your request will be honored when this form is completed and returned to the High School Principal's Office, and is approved by the High School Principal.

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Student Name _____ Grade _____

Parent /Guardian with Whom Student Resides

Name _____

Address _____

Phone Number _____

E-Mail Address _____

Person to Whom Duplicate Correspondence is to be Sent

Name _____

Address _____

Phone Number _____

E-Mail Address _____

I hereby certify that I am the parent/guardian of the above named student and that I have the right of access to the school records of the above named student.

Parent/Guardian

Date

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OFFICE APPROVAL

High School Principal

Date