



# Britton-Hecla School District 45-4

759 5<sup>th</sup> Str., P.O. Box 190

Britton, SD 57430-0190

Superintendent: Steve Benson

Elem Principal: Kyla Richter

Phone: (605) 448-2234

Fax: (605) 448-5994

HS/MS Principal: Carrie James

Business Manager: Kayla Hastings

## Request For School Records

\_\_\_\_\_, requests that records for \_\_\_\_\_ be transferred  
(Guardian Name) (Student/s Name)

from the \_\_\_\_\_ to the Britton-Hecla School.  
(Previous School Name)

Please submit records via:

**Mail:** Britton-Hecla School PO Box 190 Britton, SD 57430 or

**Email:** [traci.malpert@k12.sd.us](mailto:traci.malpert@k12.sd.us) or

**Fax:** 605-448-5994

Records are release and maintained in compliance with the Family Education Rights and Privacy Act of 1975 (PL93-3580) (Buckley Amendment, Title V, Sec. 3513-515, pp. 88-91), which states disclosure of educational records to officials of another school system in which the student seeks to enroll does not require written parental consent.

Any information disclosed to the Britton-Hecla School District 45-4, or to any employee of Britton-Hecla 45-4, becomes a part of the student's educational record. Unless specified "confidential" or "not to be released to a third-party", material disclosed to the Britton-Hecla School District 45-4 will be released with the educational record.

*The mission of the Britton-Hecla School District is to promote a positive, challenging, and safe environment for every student*