



# ABBY KELLEY FOSTER CHARTER PUBLIC SCHOOL

10 New Bond Street Worcester, MA 01606

Phone: (508) 854-8400 Fax: (508) 595-0370

www.akfcs.org

## Request for Student Records

I, \_\_\_\_\_ hereby request copies of student  
Parent/Guardian

Records for \_\_\_\_\_  
Student's name Student's grade

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

\_\_\_\_\_  
Phone Number

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and **within ten days after the initial request**, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, **the entire student record regardless of the physical location of its parts shall be made available.**

*\*Records need to be picked up at the Middle School front office. You will receive a phone call when they are ready.*

---

Office Use Only

\_\_\_\_\_  
Received by Date of Request Date Records are Ready