



Request for Records/Transcripts

The student named below has entered our school district:

Name: _____

Date of Birth _____ Grade Currently Attending _____

RELEASING SCHOOL / AGENCY

REQUESTING SCHOOL / AGENCY

School/Agency: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ - _____

FAX: (_____) _____ - _____

Please fax or mail the following records for enrollment.

NOTE: According to Georgia DOE Board Rule 160-5-1-.14, schools must mail or otherwise deliver requested records within 10 calendar days of receipt of request. Schools shall not withhold any student record because of nonpayment of fees.

- Withdrawal Form
- Attendance (Georgia Law)
- EED (Georgia Law)
- Speech Records
- Accelerated Reader records
- Transfer Grades
- EIP/Title/Remedial Records
- Special Education Records (IEP/Eligibility/Psychological Evaluation or Reports, GAA Portfolio)
- Documentation related to commission of any felony offenses
- Birth Certificate
- Current Transcript
- Gifted Records
- Summer school grades
- 504 (active or inactive)
- Star Test Summary
- Standardize/State Test Scores
- Social Security Card
- Immunization Certificate
- Discipline Records w/notes
- Student Support Team (active or inactive)
- Psychological Reports (not special ed)
- Report Cards from previous school terms
- All other records

NOTE: If your office does not house this information, please forward this request to the appropriate personnel.

Parental Disclosure of Current Disciplinary Orders

Yes No Is this student currently serving a suspension or expulsion from another school?

Yes No Has this student been indicted or had information filed in court, or has this student been convicted of or adjudicated of having committed a felony or any delinquent act which would be a felony if committed by an adult?

***If you answered yes to either question above, please provide the reason and terms for suspension, expulsion, adjudication, or conviction.*

“It is not necessary for parents to sign a release when records are being passed from public school to public school.” Note Federal Register, Thursday, June 17, 1976, Part II N.E.W. Privacy rights to parents and students. Final rule on education records. Vol. 41#118-24673.

“99.31 prior consent for disclosure not required.” (a) An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is (1) to other school officials, including teachers, within the educational institution or local educational agency who have determined by the agency or institution to have legitimate educational interests; (2) to officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34.

According to Georgia Department of Education policy, personally identifiable data utilized in making and maintaining placement in special education programs may be transferred to another school system (in or out of state) which the child plans to attend.