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| **Name:**  | **DOB:**  | **Grade:** |
| **School:**  | **Previous District:**  |

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| --- | --- |
| [ ]  | Submit a “Drop Student” LRE to Leigh Townsend (leigh.townsend@rcsd.ms). |
| [ ]  | Contact ShaTerria Warren (sha205@rcsd.ms) with the above student information |
| [ ]  | If the receiving school sends a request for records to you (or your school), please immediately forward to ShaTerria Warren (sha205@rcsd.ms).  |
| [ ]  | Remove all documents from the blue folder and place in manila folder with the student’s name.  |
| [ ]  | Give manila folder to your school’s case manager.  |

*\*KEEP AND RECYCLE BLUE FOLDERS FOR INCOMING STUDENTS*