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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*