

# ***NEW HANOVER COUNTY SCHOOLS*** **REQUEST FOR EDUCATIONAL RECORDS**

Date: \_\_\_\_\_

\_\_\_\_\_  
PREVIOUS SCHOOL

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

This is a request for educational records. The following student(s) have enrolled in the New Hanover County School system. Please forward all school records within 30 days of this request.

NAME	GRADE	SS#
_____	_____	_____
_____	_____	_____

- PLEASE INCLUDE:
- Cumulative record
  - Immunization record
  - Test data record
  - Attendance record
  - Special education record (including current Individualized Education Program and psychological report)

Please mail the requested records to:

\_\_\_\_\_  
SCHOOL OR DEPARTMENT

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

According to the Education Amendment of 1974, "Protection of the Rights and Privacy of Parents and Students", Section 438(b)(1), parts A and B, page 97, states that "school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll may receive a student's records without a written consent for such release".

**Thank you for your prompt response.**