

Hugh Mercer Elementary School
2100 Cowan Blvd.
Phone: (540)372-1115
Fax: (540)372-6753

Lafayette Upper Elementary School
3 Learning Lane
Phone: (540)310-0029
Fax: (540)310-0671

Walker Grant Middle School
1 Learning Lane
Phone: (540)372-1145
Fax: (540)891-5449

James Monroe High School
2300 Washington Ave.
Phone: (540)372-1100
Fax: (540)373-6584



Fredericksburg City Public Schools
210 Ferdinand Street
Fredericksburg, VA 22401
www.cityschools.com

Date _____

TO: * _____
Name of Previous School _____ School Phone # _____
Address of School _____ School FAX # _____
City _____ State _____ Zip _____

REQUEST FOR PERMISSION TO RELEASE SCHOOL RECORDS

The following student has enrolled in Fredericksburg City Public Schools.

* Name of Student _____

* Date of Birth _____ * Grade _____

* _____
Parent's Signature

Please send us the information below including all Category I and Category II (confidential) records. Also include an interpretation of your grading system. **If the student withdrew after the start of a grading period, please indicate the grades earned for that period.**

- | | |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> State Testing Identifier | <input type="checkbox"/> Confidential Data (IEP, eligibility minutes, testing information, social history) |
| <input type="checkbox"/> Cumulative Record | <input type="checkbox"/> ESL Records |
| <input type="checkbox"/> Health and Immunization Records | <input type="checkbox"/> Grades to Date of Withdrawal |
| <input type="checkbox"/> Discipline Files | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> SOL Test Results | |
| <input type="checkbox"/> Career/Academic Plan (MS and HS only) | |

Faxed on: _____ 1st Request 2nd Request

Thank you for your cooperation,

Registrar's Signature

Date

Please note that parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, page 24673.)