

TROUP COUNTY PUBLIC SCHOOLS

Rev. 12/06

100 North Davis Road Building C
LaGrange, GA 30241

School Year \_\_\_\_\_

Date Enrolled \_\_\_\_\_

RECORDS REQUEST

(Provided by Parent) Last School Attended: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

School Requesting Information: Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
ATTN: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Records Requested:

Standard Educational Record \_\_\_\_\_ Immunization Certificate \_\_\_\_\_
Eye Ear & Dental Certificate \_\_\_\_\_

Please send the following documents that are applicable. If they are not applicable, please indicate by marking N/A.

Psychological Reports \_\_\_\_\_ Special Educations Eligibility Forms and IEP \_\_\_\_\_
Gifted Eligibility \_\_\_\_\_ ESOL and (ELL) Record \_\_\_\_\_
Disciplinary Transcript \_\_\_\_\_ Does not have Disciplinary Transcript \_\_\_\_\_
Is this student and English language learner? \_\_\_\_\_ Most Recent Date of assessment \_\_\_\_\_

Every school system in the State of Georgia must provide complete information to a requesting school within ten (10) days of receipt of such request.

Georgia requires that all students entering Georgia schools for the first time, regardless of their grade level, are to provide a shot record showing they are adequately immunized. Please include this shot record in your release along with all available school records including psychological, a copy of standardized test scores, social security card, certified birth certificate, screening and health information.

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The final regulations of the Family Education Rights and Privacy Act, 1976 (Buckley Amendment) no longer requires written parental consent to release student educational records between schools. These rules state that school officials in school systems in which the student may intend to enroll may release and receive a student's records without written consent for each release.

Parent/Legal Guardian Signature Authorizing Release of Records

Date