

Office of the Principal

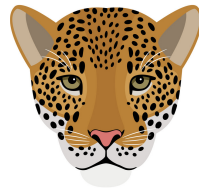
434-975-9320

Fax

434-975-9325

Journey Middle School

210 Lambs Lane
Charlottesville, Virginia 22901



School Counseling Office

434-975-9321

Fax

434-975-9322

Catherine Bradley

Registrar

cbradley@k12albemarle.org

Request for Records

Students Name: _____

Previous Schools Name: _____

Previous Schools Phone: _____

Previous Schools Email Contact: _____

Previous Schools Fax: _____

The above named student has enrolled in our school. Please send all available school records so this student may be enrolled properly.

Information to be released but not limited to:

- ❖ An official record or grades earned to date of withdrawal, including grade scale.
- ❖ Birth Certificate
- ❖ Immunizations and Health Exam
- ❖ Standardized Test Scores
- ❖ Attendance Records
- ❖ Discipline Records (if applicable)
- ❖ IEP/504 plan (if applicable)
- ❖ Confidential Information (court orders, psych evals etc. if applicable)

I hereby authorize the release of the information listed above to the specified institution:

Signature of Parent of Guardian

Date

School Registrar or Counseling Asst.

Date