



AVON GROVE CHARTER SCHOOL  
100 East State Road  
West Grove, PA 19390  
Phone: 484) 667-5000  
Fax: (610) 869-5892  
[www.agcharter.org](http://www.agcharter.org)

### REQUEST FOR STUDENT RECORDS

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

From: **Avon Grove Charter School, 100 East State Road, West Grove, PA 19390**

To: \_\_\_\_\_  
(Please enter current school name)

School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student named above has been admitted to the Avon Grove Charter School.

Please forward the following records as soon as possible:

- Academic Records (report cards, transcripts, discipline records, behavior reports etc).
- Attendance records
- Health Records
- Standardized Test Scores and other local assessment data
- Any 504 Service Agreements

(if applicable) The following Special Education Records should be forwarded under separate cover to "Attention: Special Education Department":

- Current Individualized Education Plan (IEP) and Invitation to Participate
- Current Notice of Recommended Educational Placement (NOREP)
- Current Progress Reports
- Recent Reevaluation or Evaluation REport and Permission Forms
- Any waiver forms
- Original Evaluation Report and Permission to Evaluate (if applicable)

#### **Parent Authorization**

I authorize the release of all my child's records noted above to the Avon Grove Charter School.

Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*As per the Family Educational Rights and Privacy Act (FERPA), parents (or students over the age of 18) have the right to inspect and review any and all official school records directly relating to their child.

\*\*The agency or individual agrees not to permit any other party access to such information without parent/guardian or eligible student consent.

\*\*\*As per the Family Rights and Privacy Act, parents may have a copy of the information to be released if desired.