

FULTON COUNTY SCHOOLS
ACADEMIC AND DISCIPLINARY RECORDS REQUEST FORM



RIVERWOOD INTERNATIONAL CHARTER SCHOOL
COUNSELING CENTER
5900 RAIDER DRIVE
SANDY SPRINGS, GA 30328
PHONE: 470-254-1987 FAX: 470-254-0619
EMAIL: PATTNI@FULTONSCHOOLS.ORG

STUDENT IS CURRENTLY IN OUR OFFICE TO REGISTER

YES NO

⇒ Please fax *unofficial* records

⇒ Please mail *official* records

Thank you for your assistance.

Student Name: _____
Last, First Middle

Date of Birth: _____ Current Grade Level: _____

Name Of Previous School: _____

Address Of Previous School: _____

Phone Of Previous School: _____ FAX Of Previous School: _____

Authorization is given to release complete academic, discipline, and attendance records for the above named student.

Including:

- | | |
|---|--|
| <input type="checkbox"/> Complete Transcript | <input type="checkbox"/> Georgia FTE# (if applicable) |
| <input type="checkbox"/> Discipline Record | <input type="checkbox"/> Special Education Records
(including IEP, psychological, and evaluation reports) |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> 504/SST Records |
| <input type="checkbox"/> Immunization and Ear Eye Dental Form | <input type="checkbox"/> ESOL/ELL Records |
| <input type="checkbox"/> Standardized Test Scores | |

Parent or Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Riverwood School Official Signature: _____ Date: _____

Is student currently on suspension or expulsion from another school or school system?

_____ NO _____ YES

If YES, Reason(s) _____

Please complete reverse side of this form also

Terms of Suspension: _____

Has the student ever been convicted of a felon crime (armed robbery, aggravated assault or battery, rape, carrying a deadly weapon, felony drugs, kidnapping, arson, murder, hijacking or any other crimes?)

_____ YES

_____ NO

If yes, Date of Conviction: _____

Offense(s) Committed: _____

Name and Location of Court: _____

Sentence Imposed: _____

NOTE: A student may be withdrawn from school if false information is provided.

Georgia Law

If a transferring middle/high school student does not bring a certified copy of his/her academic transcript and disciplinary record from the school previously attended by the student, Georgia law (O.C.G.A. 20-2-670) provides "...a transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration..." and "...shall also disclose on the same document as the release whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, at the jurisdiction in which such adjudication was made, and the sentence imposed...The student or his or her parent or legal guardian shall also disclose on the document whether the student is currently serving a suspension or expulsion from another school, the reason for such discipline, and the term of such discipline. If a student so conditionally admitted is found to be ineligible for enrollment pursuant to the provisions of Code Section 20-2-752, or is subsequently found to be so ineligible, he or she shall be dismissed from enrollment until such time as he or she becomes so eligible."

The administration appreciates your assistance in complying with this state legal mandate.

Initials of Parent or Legal Guardian _____