



State Charter School District: 782 | School Code: 0120
Email: records@georgiacyber.org

Georgia Cyber Academy
1745 Phoenix Blvd., Ste. 100
Atlanta, GA 30349
<https://www.georgiacyber.org/>
Tel: 404-334-4790
Fax: 404-684-8830

Student Records Request

****A GCA request for student records does not automatically withdraw your student. You must complete the GCA Withdrawal process to withdraw from GCA.**

Purpose of the records release: Check applicable type of request <input type="checkbox"/> Parent records <input type="checkbox"/> Applying for another school <input type="checkbox"/> Transferring to another program (GED Program, etc.) <input type="checkbox"/> Other: explain _____		Which student records are you requesting at this time? <input type="checkbox"/> Cumulative Records (all records on file) <input type="checkbox"/> Academic Records <input type="checkbox"/> Health Records <input type="checkbox"/> Other: explain _____	
Student Name:		GCA Student ID:	Student DOB:

I have read the authorization notification, pursuant to law – I hereby consent and authorize the release of my records/student(s) records as indicated below to the following mailing address, email address, or fax number:

*****PLEASE PRINT*****

Parent/Guardian Name: _____

Office/Attn: _____

Street Address: _____

City, State, ZIP: _____

Daytime Phone: () _____

email: _____
(Please print carefully)

Fax Number: _____
(Please ensure you have provided the correct fax number)

Please send this form back with government issued identification. Forms without identification will not be processed.



AUTHORIZATION NOTIFICATION

My signature below constitutes an electronic signature and authorizes GCA's Records Department to release information and/or my student records and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand the recipient of the records will use the indicated document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other party or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30-day notification window. **I declare under penalty of perjury that the foregoing is true and correct.**

*FORM MUST BE SIGNED AND ID MUST BE ATTACHED IF RECORDS ARE BEING REQUESTED

All Georgia Cyber Academy student educational records are considered confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Parents/Students 18 or older must provide written consent to authorize the release of any educational records information to self or third party. I understand that if my student is 18 or older, that he/she must request his/her own student information.

RECORDS REQUESTS – RECEIVING SCHOOL:

To request official student records, Infinite Campus users may fax or email:

- K-8 fax: 877.890.5486 | email: records@georgiacyber.org
- High School fax: 404.684.8830 | email: records@georgiacyber.org
- Special Education fax: 770.372.5106 | email: specialeducationrecords@georgiacyber.org

I certify the above information is accurate and hereby request the indicated information (student records) for my records. This records request does not indicate withdrawal from Georgia Cyber Academy. To officially withdraw your student from GCA, you must complete the withdrawal process as indicated in the [Parent / Student Handbook](#).



State Charter School District: 782 | School Code: 0120
Email: records@georgiacyber.org

Georgia Cyber Academy
1745 Phoenix Blvd., Ste. 100
Atlanta, GA 30349
<https://www.georgiacyber.org/>
Tel: 404-334-4790
Fax: 404-684-8830

Parent/Legal Guardian (print name)

Parent/Legal Guardian (signature)

Date Form Completed

If you speak another language, language assistance services are available free of charge. Email Mayra Ramirez mramirez@georgiacyber.org

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Por favor de enviarme un correo electrónico Mayra Ramirez, mramirez@georgiacyber.org

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Mayra Ramirez mramirez@georgiacyber.org

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. Mayra Ramirez mramirez@georgiacyber.org

ध्यान दः य द आप हदी बोलते ह तो आपके िलए मुफ्त म भाषा सहायता सेवाएं उपलब्ध ह Mayra Ramirez mramirez@georgiacyber.org

كل - بين دستیاب میں مفت خدمات کی مدد کی زبان کو آپ تو ، بین بولتے ار دو آپ اگر :خبردار Mayra Ramirez Mramirez@georgiacyber.org