Request for Records

Date of Request: _____

Student's Legal Name:_____

Grade:_____ Birthdate:_____

Parent/Guardian Name:_____

Previous School Name:_____

Street Address:_____

City, State, Zip:_____

Fax Number:_____

Phone Number:_____

Please send the following records:

- Withdrawal Grades
- Copy of Birth Certificate
- Attendance Records
- Discipline Records
- Transcript/Report Cards
- Immunizations
- Test Data/Standardized Test Scores
- Health/Medical Records
- Legal Custody/Guardianship Papers - if applicable
- IEP (Special Education) - if applicable
- Psychological Records (include Eligibility and Psych Reports) - if applicable
- Sociological Records 504 Plan - if applicable
- ELL Records - if applicable

Please send the requested information:

- Fax: 865-594-1702
- Mail:

  Enrollment/Records
  Attention: Attendance Secretary
  Vine Middle Magnet School
  1807 Martin Luther King Jr. Ave.
  Knoxville, TN 37915

If you have any questions, please contact our Attendance Secretary at 865-594-4461.