Your future. Our focus.
DAVIDSON COUNTY SCHOOLS

Student Records Request

The following student has enrolled in Davidson County Schools:

DATE

NAME		DATE OF BIRTH
SCHOOL PREVIOUSLY ATTENDED		GRADE
ADDRESS		
ATTENTION	FAX NUMBER	PHONE NUMBER

At your earliest convenience, please send cumulative records.

Complete cumulative record including:

- ☐ Date of entrance and date of withdrawal
- ☐ Attendance records, including current quarter, semester, and year.
- ☐ Report Cards/Transcript
- ☐ If the student left prior to final grades for the current term, please include the subjects/courses in which the student was enrolled and the current academic average in each.
- ☐ *Health and Immunization records (required by North Carolina state law)
- ☐ Standardized test results
- ☐ Driver education certificate or record
- ☐ IEP or Section 504 records, if applicable
- ☐ Other _____

_____

Please send records to:

SCHOOL NAME	
ADDRESS	
CITY	STATE/ZIP
PHONE NUMBER	FAX NUMBER

_____
SCHOOL OFFICIAL

_____
PARENT/GUARDIAN/STUDENT (IF OVER 18 YOA)

Your signature on this form authorizes Davidson County Schools to obtain educational records for the above named student from previous schools of attendance.

**North Carolina law requires a complete immunization record showing actual dates of required immunizations within 30 calendar days of enrollment in school. Failure to provide said records within 30 days will result in the student being excluded from school attendance until the complete records are received by the school.*