



To Whom It May Concern:

_____ is applying to attend a school in the Hall County School District
(Student Name)

as an out-of-district student. In order to be considered for enrollment, **the out-of-district committee will need the current school to send an official copy of the student records listed below.**

- All completed courses and final grades
- Current schedule and most recent progress report
- Any educational records (Gifted, IEP, 504, etc.) to determine available space to meet a child's learning needs
- Behavior Records (If the student has no history of discipline, then please submit a letter from the school stating that the student is in good standing.)
- Attendance Records
- Standardized test scores

The school (not the parent or guardian) may scan and email documents directly to melissa.scott@hallco.org and they will be considered as official documents.

Thank you,

Parent Signature: _____.

If that is not an option,

- *Please submit records by email to melissa.scott@hallco.org*
- *or please mail sealed envelope to:*

Melissa Scott
Hall County Schools
711 Green Street
Gainesville, GA 30501