



Gresham Middle School
500 Gresham Road
Knoxville, TN 37918
Phone: 865-689-1430
Fax: 865-689-1437

REQUEST FOR STUDENT RECORDS

Student's Legal Name: _____

Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Previous School Name: _____

Street Address: _____

City, State, Zip: _____

Fax Number: _____ Phone Number: _____

The above-named student has enrolled at Gresham Middle School. Please forward any and all school records for this student including:

- Home Language Survey
- Withdrawal sheet
- Transcript/grades
- Test Scores
- Discipline records
- Legal/Custody documentation
- Immunization/health records
- Birth certificate
- Special Education records, 504 records, psychological testing, if applicable

PLEASE SEND RECORDS TO:

Preferred Method
ericka.milligan@knoxschools.org

— OR —

Fax Number:
865-689-1437