



Public Charter
SCHOOL DISTRICT

SC Public Charter School District

School Name

School Street Address

School City, SC Zip Code

School Phone Number

School Fax Number

Request for Student Records

****Please Print****

Student Full Legal Name:		Date of Birth:	
Former School:		Current Grade Level:	
Former School Address:			
Former School Phone #:		Former School Fax #:	
Parent/Legal Guardian Name:			

Attention Registrar: In order to ensure proper placement of this student, please provide the requested documents in their entirety. Please initial next to each item you have provided.

Thank you for your time.

- Transcript _____
- Transfer Grades _____
- IEP & Psych Evaluation _____
- 504 Plan _____
- Immunization Records _____
- Birth Certificate _____
- Attendance _____
- Discipline Reports _____
- Gifted and Talented Profile Sheet _____
- Original Home Language Survey _____
- EL Plan _____
- Test Scores Only _____
- Test Scores and IEP/504 _____
- ACCESS Scores _____

Does this student have an IEP? Yes / No

Does this student have a 504? Yes / No

According to the Family Educational Rights and Privacy Act (Final Rule on Educational Records, Federal Register, June 17, 1976),

parental permission is no longer required when authorized school personnel request records.

Requester Name		1st Request Date	
Requester Name		2nd Request Date	
Requester Name		3rd Request Date	