



Grainger County Schools

REQUEST/RELEASE OF STUDENT RECORDS

Date of Request: _____

To:

Previous School:		School Phone #:	Fax #:
Street Address:	City:	State:	Zip:

Dear Registrar:

We are in the process of completing enrollment for the following student who formerly attended your school:

Student's Last Name:		Student's First Name:	Middle Initial:
Grade:	Date of Birth:	State ID #:	Last Date of Attendance:

The Family Education Rights and Privacy Act (20 u.s.c. sec. 1232g) allows educational institutions to transfer records without written consent to another school system in which the student has enrolled.

Has the student ever been retained? _____ If yes, what grade? _____

Is the student required to participate in tutoring as a pathway to promotion for 3rd/4th grade? _____

In order to complete our enrollment process for the above named student, we are requesting the following records:

Sent:	Records Requested	Sent:	Records Requested
	List of courses and grades at time of withdrawal		ELL records (if applicable)
	Attendance records		Discipline records
	Achievement Scores		Immunization records
	IEP (Individual Education Plan) if applicable		Health/medical records
	504 Plan (if applicable)		Psychological records
	RTI records (if applicable)		Copy of birth certificate
	Gifted and Talented Records (if applicable)		ILP for ELL students with a plan
	ILP-D for students with a plan for Dyslexia interventions		Other:

Please send these documents to:

Attention: Angie Holt aholt@gcs123.net			
School: Bean Station School		School Phone #: 865-767-2131	Fax # 865-767-2248
Street Address: 200 Bean Station School Rd	City: Bean Station	State: TN	Zip: 37708

Thank you for your assistance.