

Schools should have forms printed on their own letterhead

### STUDENT RECORDS REQUEST

(Appendix 12)

Last School Name/Address:

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Telephone: \_\_\_\_\_

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One of your former students has enrolled in the above listed Charlotte County Public School. Please send us the following information:

**1. TRANSCRIPT**

- The date of entry and withdrawal.
- All subjects and grades to the date of withdrawal.
- If all grades are in numerical form, please include a grading scale and explanation of grading system.

**2. PSYCHOLOGICAL AND/OR SPECIAL PLACEMENT RECORDS**

- Any psychological and/or special placement data (Exceptional Student Education Classes, Learning Disabilities, 504, I.D.E.A., Chapter 1, Dropout Prevention, ELL (ESOL), etc.) **If records are housed elsewhere, please forward a copy of this request to the appropriate office.**

**3. HEALTH RECORDS**

- 680 immunization form, physical form, medications, birth certificate

**4. STATE ASSESSMENT TEST SCORES (if applicable)**

- Florida FCAT, FAIR, End of Course Exams (EOC), SAT, ACT, PERT

**5. HIGH SCHOOL COURSE (if applicable)**

**6. GRADUATION REQUIREMENTS (if applicable)**

**7. DISCIPLINE FILE**

**8. ATTENDANCE RECORD**

Thank you for your cooperation.

Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_