**Charlotte County Public Schools**

**Record Request Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in the process of enrolling in grade \_\_\_\_\_\_\_\_\_ in Charlotte County Public Schools. Please send the following information as soon as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Birth Certificate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Health Records (School Physical, Immunization Record)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Discipline Record

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attendance Record

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student State Testing Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Record of Grades to Withdrawal (please provide numerical averages)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transcript of Grades

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Standardized/Standards of Learning Test Scores

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Court Documents

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Education/504 Information

(Please include current IEP, psychological, eligibility, social history, educational evaluation and observation, etc.)

Name of Last School Attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I do hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to release information from the cumulative record of my child.**

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bacon District Elementary Eureka Elementary Phenix Elementary

840 Bacon School Road 315 Eureka School Road 400 Red House Road

Saxe, Virginia 23967 Keysville, Virginia 23947 Phenix, Virginia 23959

Phone 434-735-8612 / Fax 434-735-8505 Phone 434-736-8458 / Fax 434-736-9830 Phone 434-542-5570 / Fax 434-542-5572

Central Middle Randolph Henry High

250 Statesmen Drive – P. O. Box 748 755 David Bruce Avenue – P. O. Box 668

Charlotte Court House, Virginia 23923 Charlotte Court House, Virginia 23923

Phone 434-542-4536 / Fax 434-542-4630 Phone 434-542-4111 / Fax 434-542-4114