



Request to Release Student Educational Records

Student Name: _____ Date: _____

Grade: _____ Date of Birth: _____ Enrollment Date: _____

Previous School Information

School Name: _____

City: _____ State: _____ District: _____

Phone Number: _____ Fax Number: _____

**Note: Federal Law 99.21 states, "No parent signature is required for educational records to be sent to another education agency."*

Forward Records to the Enrolling School as Indicated:

- **Putnam County Primary School**, 162 Old Glenwood Springs Road, Eatonton, GA 31024; Tracy Surmelin
 - Phone: (706) 485-5141; Fax: (706) 485-4147; Email: tracy_surmelin@putnam.k12.ga.us
- **Putnam County Elementary School**, 314 S. Washington Avenue, Eatonton, GA 31024, Nichole Crawford
 - Phone: (706) 485-5312; Fax: (706) 923-2808; Email: nichole_crawford@putnam.k12.ga.us
- **Putnam County Middle School**, 140 Sparta Highway, Eatonton, GA 31024, Tanja Moreland
 - Phone: (706) 485-8547; Fax: (706) 485-7090; Email: tanja_moreland@putnam.k12.ga.us
- **Putnam County High School**, 300 War Eagle Drive, Eatonton, GA 31024, Paula Roberts
 - Phone: (706) 485-9971; Fax: (706) 485-3128; Email: paula_roberts@putnam.k12.ga.us

Please forward the following student information:

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Birth Certificate ✓ Social Security Card ✓ Immunization Card ✓ Hearing-Dental-Vision Certificate ✓ Current/End of the Year Report Card ✓ Standardized Test Scores ✓ Attendance Records ✓ Discipline Records ✓ Gifted Records ✓ 504 Records ✓ ESOL Records ✓ Transcript ✓ Date entered 9th grade: _____ <i>High School Only</i> | <p>If student receive any of the following Special Education Services, please send the most current information:</p> <ul style="list-style-type: none"> ✓ IEP ✓ Psychological ✓ Eligibility ✓ Evaluation (parent consent, testing data, & parent Notices of IEP meetings) ✓ Eligibility and Placement Documents ✓ Speech Records |
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Parent/Guardian Signature

Date

For Office Use Only:

Date of Record Request: _____ 1st Attempt, _____ 2nd Attempt, _____ 3rd Attempt, _____ 4th Attempt