



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:

- ✓ 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
- ✓ Date entered 9th grade: _____ *High School Only*

If student receive any of the following Special Education Services, please send the most current information:

- ✓ IEP
- ✓ Psychological
- ✓ Eligibility
- ✓ Evaluation (parent consent, testing data, & parent Notices of IEP meetings)
- ✓ Eligibility and Placement Documents
- ✓ Speech Records

Parent/Guardian Signature _____

Date _____

For Office Use Only:

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