



1111 Glymco Parkway - Suite 500
Brunswick, GA 31525

Student Records Request

Attention: Registrar

TO:

RE:

Grade:

Birth Date:

Date of Request:

As applicable, please provide the following:

- | | |
|---|---|
| <input checked="" type="checkbox"/> High School Transcript | <input checked="" type="checkbox"/> Birth Certificate |
| <input checked="" type="checkbox"/> Withdrawal Form with transfer grades | <input checked="" type="checkbox"/> Social Security Card |
| <input checked="" type="checkbox"/> If taking courses on Edgenuity - course reports | |
| <input checked="" type="checkbox"/> Discipline Records | <input checked="" type="checkbox"/> Immunization Records (GA #3231) |
| <input checked="" type="checkbox"/> Attendance Records | <input checked="" type="checkbox"/> EEDN Form (GA #3300) |
| <input checked="" type="checkbox"/> All Standardized Test Scores
(EOCT/EOC, SAT, ACT, GHSGT) | <input checked="" type="checkbox"/> Additional Records
(SST, 504, ESOL, GIFTED) |
| <input checked="" type="checkbox"/> Date entered 9 th grade:

_____ | <input checked="" type="checkbox"/> Special Education Records
<input checked="" type="checkbox"/> IEP
<input checked="" type="checkbox"/> Eligibility
<input checked="" type="checkbox"/> Psychological Report |

Please email records to: @cpehs.org

OR mail to:

ATTN:

Signature and Title of School Official Requesting Records

**Note: The federal law (Buckley Amendment) does not require prior written consent of the student or parent/guardian when releasing information of schools in which the student intends to enroll or other school officials within the facility who have legitimate educational interests in the information. (FERPA Federal Registrar June 17, 1976. Vol. 41. no. 118. Page 14673).*