



Students Records Request

The following student has enrolled in the Wake County School System at _____ School.

Student Name: _____

Date of Birth: _____

School Transferring From: _____

Address: _____

Phone: _____ Fax: _____

Please forward to us all records you have on this student including the following so that enrollment may be completed.

- Student Cumulative Folder
- Attendance Reports
- Report Cards
- Student Health Information
- Student Confidential Information(Special Educations Services)
- Student Related Services Information (Speech, PT, OT)

Records should be sent to:

School Name: _____

Address: _____

Fax #: _____

We appreciate your taking time to mail this information at your earliest convenience. **If there is an IEP or other special services for this student, please FAX that information as soon as possible.** If further information is needed, please feel free to contact us. Thank you.

Federal Law 99.21- "No Parent Signature required for Educational Records sent to another Educational Agency."