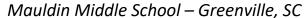
Request for School Records (Out-of-District)





Date of Request: Click here to enter text. Student's Name: Click here to enter text.

Date of Birth: Click here to enter text. Current Grade Level: Click here to enter text.

Former School: Click here to enter text.

Former City: Click here to enter text. State: Click here to enter text.

Former School Phone #: Click here to enter text. Former School Fax #: Click here to enter text.

Parent/Legal Guardian Name: Click here to enter text.

Attention School Registrar:

In order to assist in the placement of this student who is transferring from your school, you are requested to release and forward the following checked information below. Thank you for your assistance.

\boxtimes	Please fax transcript and current schedule as soon as possible – <u>student is waiting to enroll.</u>		
\boxtimes	Please notify us immediately if student is currently expelled or suspended from school or has a history of serious discipline issues.		
\boxtimes	Please fax the following documents as soon as possible to		
	☐ Transcript		☑ Discipline Records
	☑ Transfer Grades	□ Records	Other: Click here to enter text.
	☑ IEP & Psych Evaluation	Birth Certificate	
	☑ 504 Plan	★ Attendance	

Please fax or mail copies of official records to:

Mauldin Middle School 1190 Holland Rd Simpsonville, SC 29681 FAX 864-355-9462 or 864-355-6670 kmonaghan@greenville.k12.sc.us

Note: Do **not** send entire cumulative folder – **send copies only**.

Official Records should include: Official Transcript – signed with official seal, grading system explanation, and discipline records. Also for students identified with disabilities, please send IEP, Parent Consent, Psychological Eval., COSF (if applicable), FBA/BIP (if applicable) and/or 504 Plan if applicable.

Requester Name: Kathy Monaghan Date: Click here to enter a date.