

REQUEST FOR STUDENT RECORDS

Date of Request: _____ Appointment/Enrollment Date: _____

Previous School: _____

CITY _____ STATE _____

FAX # _____ PHONE # _____

Please send records for the following student:

STUDENT NAME _____

DATE OF BIRTH _____ GRADE LEVEL _____

Please include all of the following (if applicable):

- Official transcript, including proof of any verified credits earned in the 8th grade
- Withdrawal grades, including explanation of grading scale
- Attendance data
- Immunization records (all grades)
- Physical (Grades PK - 5)
- All standardized test results including all SOL scores and testing identifier (VA schools)
- Discipline record
- IEP, psychological, social, education, speech/hearing, eligibility or 504, if applicable

* Please verify that student has not been expelled or suspended: _____ *

Please send the records to the attention of the registrar of (Enrolling School) _____

School	Registrar	Email	Google Voice Phone Number	Office Hours
Powhatan High School	Katherine Leonard	Katherine.Leonard@powhatan.k12.va.us	804-372-5787	9:00 - 11:00 a.m.
Powhatan Middle School	Carol Antone	carol.antone@powhatan.k12.va.us	804-491-9181	9:00 - 11:00 a.m.
Powhatan Elementary	Cindy S. Pruitt	cindy.pruitt@powhatan.k12.va.us	804-372-5662	9:00 - 11:00 a.m.
Flat Rock Elementary	Ebony R. Brown	ebony.brown@powhatank12.va.us	804-372-7005	9:00 - 11:00 a.m.
Pocahontas Elementary	Mindy Muntean	Mindy.Muntean@powhatan.k12.va.us	804-372-5615	8:00 - 10:00 a.m.

The Family Educational Right to Privacy Act (Buckley Amendment 20USC.1232g b.1.A & B.) states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for release. Also, according to the Family Education Rights and Privacy Act, school systems cannot refuse to transfer a student's records because of outstanding fines or other financial obligations.