

Anson County Schools SIS-F001
Student Records Request Form

1st Request _____

2nd Request _____

3rd Request _____

Date

TO: _____
Former School

Student ID Number

Student Name

Grade

Birth Date

Street Address

City

State

Zip

Parent/Guardian

DATA REQUESTED

- _____ Birth Certificate
- _____ Attendance Records
- _____ Discipline Records
- _____ Health Records including Immunization Data
- _____ Official Withdrawal Records
- _____ IEP, Psychological Test Scores, Program 504, LEP (if applicable)
- _____ Schedule with subjects the student was taking at time of withdrawal and grades earned
- _____ Standardized Test Scores (PSAT, SAT, EOG, EOC)
- _____ Transcript – beginning with 7th grade
- _____ Other information that will assist in placement of this student

* NC Law allows only 30 days to receive immunization records. Student will be suspended from school or required to begin the vaccine series again if records are not received in that time frame. (Amended 10/03/84)

MAIL RECORDS TO: