



STUDENT ENROLLMENT/WITHDRAWAL VERIFICATION

This form must be fully completed.

Please Print or Type

In compliance with Georgia Department of Education Rule 160-5-1-.28, Student Enrollment and Withdrawal verification is required when students transfer from one school/facility to another. Proof includes a Request for Records, or written acknowledgement from the enrolling school/facility. Student records will be sent to your school upon receipt of this completed form.

REQUEST FOR PUPIL RECORDS

I hereby authorize:

Name of school student is withdrawing from: Lassiter High School

Address: 2601 Shallowford Rd Phone: 678-494-7866

Marietta, GA 30066 FAX: 678-494-7886

to release all records, including academic, disciplinary, gifted, *Special Education/504, and **ESOL records (if applicable) of:

Student's Last Name _____ First Name _____ Middle Name _____

Student's Date of Birth: _____ Student's Current Grade Level: _____

(Signature of Parent/Guardian) _____ Date _____ (Signature of Student) _____ Date _____

* Special Education/504 records must be specifically requested from Special Student Services, 514 Glover Street, Marietta, GA 30060.

** ESOL records must be specifically requested from IWC, 1560 Joyner Avenue, Marietta, GA 30060.

PLEASE SEND THE FOLLOWING RECORDS TO:

Enrolling School: _____

Address: _____ Phone: _____

_____ FAX: _____

- | | |
|---|--|
| <input type="checkbox"/> Cumulative Record, including Transcript and Attendance | <input type="checkbox"/> Gifted Records |
| <input type="checkbox"/> Report Card | <input type="checkbox"/> Test Data |
| <input type="checkbox"/> Special Education/503 (see note above) | <input type="checkbox"/> Discipline Record |
| <input type="checkbox"/> ESOL Records (see note above) | <input type="checkbox"/> Immunization Record |

Name of School Official Requesting Records (Please Print)

Signature of School Official Requesting Records Title

TRANSFER VERIFICATION: As confirmation of enrollment, the enrolling school/facility is asked to fax this verification form back to the withdrawing school/facility as soon as this student has enrolled.

Withdrawing School Use Only
Date records sent to enrolling school _____