

FULTON COUNTY SCHOOLS
ACADEMIC AND DISCIPLINARY RECORDS REQUEST FORM

School requesting records: _____

Address: _____

Student Name _____
Last First Middle

Date of Birth _____ Current Grade Level _____

Name of School Last Attended _____

Address of School _____
Street City, State, Zip

I authorize the release of all academic and discipline records for the above-named student to the requesting school listed below. Please forward complete transcript, discipline records, immunization, Georgia FTE# (if applicable), and Special Education records (including IEP, psychological, and evaluation reports).

Parent or Legal Guardian Signature _____ Date _____

Student Signature _____ Date _____

Requesting School Official Signature _____ Date _____

Is the student currently on suspension or expulsion from another school or school system? ____ Yes ____ No

If yes, Reason(s): _____

Terms of Suspension: _____

Has the student ever been convicted of a felony crime (armed robbery, aggravated assault or battery, rape, carrying a deadly weapon, felony drugs, kidnapping, arson, murder, hijacking, etc.)? ___ Yes ___ No

If yes, Date of Conviction: _____

Offense(s) Committed: _____

Name and Location of Court: _____

Sentence Imposed: _____

NOTE: A student may be withdrawn from school if false information is provided.

Georgia Law

If a transferring middle/high school student does not bring a certified copy of his/her academic transcript and disciplinary record from the school previously attended by the student, a new Georgia law (O.C.G.A. 20-2-670) provides “. . . a transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration . . .” and “. . . shall also disclose on the same document as the release whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed. . . . The student or his or her parent or legal guardian shall also disclose on the document whether the student is currently serving a suspension or expulsion from another school, the reason for such discipline, and the term of such discipline. If a student so conditionally admitted is found to be ineligible for enrollment pursuant to the provisions of Code Section 20-2-752, or is subsequently found to be so ineligible, he or she shall be dismissed from enrollment until such time as he or she becomes so eligible."

The administration appreciates your assistance in complying with this state legal mandate.