



Savannah-Chatham County Public School System  
**REQUEST AND AUTHORIZATION FOR  
 RELEASE OF STUDENT RECORDS**

Page 1 of 1  
 USE BLACK INK ONLY

**STUDENT INFORMATION**

Legal Last Name:		Legal First Name:		Legal Middle Name:	Suffix:
Grade:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Birth Date:		Social Security Number/FTE Number:	

**SCHOOL RECORDS ARE REQUESTED FROM**

Name of School:		School Address:			
City:		State:		Zip Code:	
Phone: (including area code)			Fax Number: (including area code)		

**RECORDS TO BE RELEASED**

Mail the following records of the above named student: *\* Only checked items will be forwarded/released*

- Cumulative record including grades and attendance
- Report Cards with current grade averages and academic transcript
- Immunization and health/medical records
- Standardized test scores
- Discipline Records
- Special placement records and reports (including IEP's)
- Other (Specify) \_\_\_\_\_

**RELEASE SCHOOL RECORDS TO**

Name of School / Person / Company:		Address:		Phone: (including area code)	
City:		State:		Zip Code:	

**PARENT/LEGAL GUARDIAN SIGNATURE**

I, the parent/legal guardian of the above named student, hereby authorize the above named school to release any of the listed school records to the indicated school. I further authorize this receiving person or agency to release to the personnel of the school district any or all information regarding the student which pertains to his/her educational, physical and social adjustment in school. I further understand that I may review the transferred records by making such request of the principal, and may also have all or any part of these records properly interpreted as necessary by appropriate school personnel.

Parent/Legal Guardian Signature: <i>(Required)</i>		Relationship to Student:		Date:	
Signature of Witness:		Business Phone of Witness:		Date:	
Business Address of Witness:			City/State/Zip:		

\* If over 18 years of age, the student has the releasing authority.  
 \* Signature and copy of identification required.