



# Student Records Request

**Information Requested by:**

School Name: Wadsworth Magnet School for High Achievers in DeKalb County School District

Address: 2084 Green Forrest Drive, Decatur, Georgia 30032

Phone: 678-874-2402 Fax: 678-874-2410 Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested by: M. Lynch, Secretary e-mail: [michele\\_r\\_lynch@fc.dekalb.k12.ga.us](mailto:michele_r_lynch@fc.dekalb.k12.ga.us) or [wadsworthmagnetschool@gmail.com](mailto:wadsworthmagnetschool@gmail.com)

**Please send the records for the follow student:**

Student's Name: \_\_\_\_\_  
(Last) (First) (Middle) (Suffix)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last School Attended: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- Withdrawal Form including Grades
- Current Grade Level \_\_\_\_\_
- Official Transcript
- Disciplinary Record
- Current Testing Data
- 9<sup>th</sup> Grade Entry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (if applicable)
- Copy of High School Graduation Test Labels (if applicable)

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Per Georgia DOE Board Rule 160-5-1-14 schools must mail or otherwise deliver records within ten (10) calendar days of receipt of request. Schools shall not withhold any student record because of non-payment of fees.

The final regulations of the Family Education Rights and Privacy Act (FERPA), 1976 (Buckley Amendment) no longer requires written parental consent to release student educational records between schools. These rules state that school officials in school systems in which the student may intend to enroll may release and receive student's records without written consent for each release.



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