

Student Records Request



Student's Name: _____ **Academic Year:** _____

Please send records to: Denise Kimball, Data Manager
Sterling Montessori Academy and Charter School
202 Treybrooke Drive
Morrisville, NC 27560
Fax: (919) 462-8890

Please forward all records for the above mentioned student, including the following, so that enrollment may be completed:

- Attendance
- Disciplinary Records
- IEP's/Special Education Records
- National/State Standardized Test Scores
- Progress Reports/Report Cards
- Student Health Records
- Student Cumulative File
(including birth certificate)
- Student Confidential Information
- Special Education Records (IEP)
- ESL Files
- 504 Files
- Speech, OT, PT

Requested From: _____
(School Name)

Address: _____
(street, city, state, zip)

Family Educational Rights and Privacy Act, June 17, 1976: No Parent Signature required for Educational Records sent to another Educational Agency

Parent/Legal Guardian's Signature: _____

Date: _____