



## RECORDS REQUEST FORM

School requesting records: **FULTONLEADERSHIP ACADEMY**  
 Address: 1215 New Hope Road, SW  
 Atlanta, GA 30331

STUDENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT GRADE LEVEL: \_\_\_\_\_

School Last Attended \_\_\_\_\_

Address of School \_\_\_\_\_  
Number Street Name City Zip

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

Please include all applicable documentation. This may include but it is not limited to the following:

Student Support Team Documentation	Permanent Record and Transcript
Psychological Report	Individual Education Program
Speech/Language Evaluation	Progress Reports
Eligibility Report for Identified Exceptionality(s)	Educational Evaluation/Achievement Data
Occupational/Physical Therapy Report(s)	Classroom Observation/Anecdotal Records
Neuropsychological Report	Consent for Placement
Psychiatric evaluation report	Transition Plan
Audiological Report	Behavior Intervention Plan
Otological Report	Behavioral Checklists
Eye Report	Consent for Evaluation
Adaptive Behavior Report	Georgia Alternative Assessment (GAA)
Discipline Reports	English Language Learner (ELL) documentation
Gifted Documentation	Remedial Documentation

Parent or Legal Guardian Signature: \_\_\_\_\_

Student Signature *(if applicable)* \_\_\_\_\_

\_\_\_\_\_  
 Signature of Requesting School Official

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

Is the student currently on suspension or expulsion from another school or school system?

Yes       No

If yes, reason(s):

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Terms of Suspension:

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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:

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Offense(s) committed:

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Name and location of court:

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Sentence Imposed:

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NOTE: A student may be withdrawn from school if false information is provided.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