

Wayne County Schools Request for Records/Transcripts

www.wayne.k12.ga.us

FROM: _____ (PRINT NAME AND TITLE)

TO: _____ (SCHOOL NAME)

ATTN: _____ (REGISTRAR)

EMAIL: _____

PHONE: _____ FAX: _____

The student named below has entered our school district:

Name: _____

Student's Previous Address: _____

Date of Birth _____ *Last Grade Attended _____

Previous School Attended: _____

School District: _____ City, State: _____

**If student was enrolled in Kindergarten, in addition to providing requested records, please also have classroom teacher release student on GKIDS.*

Please fax or mail the following records for enrollment.

NOTE: According to Georgia DOE Board Rule 160-5-1-.14, schools must mail or otherwise deliver requested records within 10 calendar days of receipt of request. Schools shall not withhold any student record because of nonpayment of fees.

- Withdrawal Form
- Attendance (Georgia Law)
- EEDN (Georgia Law)
- Transfer Grades
- Accelerated Reader records
- EIP/Title/Remedial Records
- Documentation related to commission of any felony offenses
- Birth Certificate
- Current Transcript
- Gifted Records
- Summer school grades
- STAR Test Summary
- Special Education
- Social Security Card
- Immunization Certificate
- Discipline Records w/notes
- Report Cards from previous school terms
- Georgia College 411 username and password
- All other records

If your office does not house this information, please forward this request to the appropriate personnel.

Fax or Mail regular education records to:

Fax or Mail *Special Education* records to:

Jana Collins, Assistant Special Education Dir
Wayne County School System
710 W. Pine Street
Jesup, GA 31545
(912) 427-1000
Fax: (912) 427-1004

Parental Consent:

My consent is given for my child's records and/or all other pertinent information to be released to the Wayne County School District. All information obtained will be kept strictly confidential. I give permission for Wayne County School District to obtain verbal clarification on any information received.

Parent/Guardian Printed Name

Parent / Guardian Signature

Date

According to Georgia Department of Education policy, personally identifiable data utilized in making and maintaining placement in special education programs may be transferred to another school system (in or out of state) which the child plans to attend.