



Liberty STEAM Charter School Records Request Form

Date of Request: \_\_\_\_\_

Originating School or Institution

Name of Previous School or Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Student's Information

Legal Name: Last [ ] First [ ] Middle [ ]

Birth Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Last date of attendance (approx.): \_\_\_\_\_

Signature of Parent/Guardian (if available) \_\_\_\_\_

The following records are hereby requested:

- Transcripts or report cards
Test data / standardized test scores
English Language (ELL) test score (if applicable)
List of courses and grades at time of withdrawal
Attendance records
Individual Literacy Plan (if applicable)
IEP (Individual Education Plan) if applicable
504 Plan (if applicable)
Discipline records, if applicable
Immunization records
Health / medical records
Sports physical documentation
Psychological records
Sociological records
Copy of birth certificate
Other

Signature of Liberty STEAM Charter School Representative:

Signature Title Date

PLEASE FAX 803.774.0196 or EMAIL: ACook@libertysteamcharter.org

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.