



# Alleghany County Schools Student Records Request

## Alleghany County Schools Student Records Request

Student's Last Name:	Student's First Name:	Student's Middle Name:	Student's Date of Birth:
Current Grade Level:	Student's NC ID Number:	Former School Name & Address	Former School Fax#:

This student is enrolling in Alleghany County Schools. We are requesting the following student data/records:

- Formal withdrawal/transfer form including the most current average for each course in which the student is enrolled (numerical & letter grade with grading Scale).
- Send most recent transcript.
- Student's birth certificate and all immunizations and health records.
- All discipline records to date including any arrest records, juvenile arrests, or referrals to juvenile detention
- All legal documentation including the most current custody/guardianship documentation.
- ALL report cards, including the most current quarterly report card.
- ALL test scores, including but not limited to State Testing, End of Grade and End of Course Testing, etc.
- ESL (English as a Second Language) evaluations, testing and documentation
- All Individual Education Plan (IEP) documentation and accommodations to date including all IEP Service Evaluations and all Psychological Evaluations.
- 504 Plan; please include all documents to date.
- Advanced Placement or Academically Gifted Program documentation and testing results.

I consent for the above named school to release my child's school records and any legal documents to Alleghany County Schools.

Parent Guardian Signature: \_\_\_\_\_

**'Parental permission is no longer required when authorized school personnel require records (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17 1976, Vol.41 No. 118. Page 24673)**

**Please send all requested records to:**  
 Piney Creek School  
 Attn: Jessica Saltz  
 or email [jessica.saltz@alleghany.k12.nc.us](mailto:jessica.saltz@alleghany.k12.nc.us)  
 559 Piney Creek School Road  
 Piney Creek, NC 28663  
 Phone 336-359-2988 Fax 336-359-8246  
 (rev. 07/06/2022)