



## REQUEST FOR STUDENT RECORDS

Please complete this form and present it to the school you are leaving.

This form serves as a notice and confirmation that the student below has enrolled at Northwest Classical Academy for the 2021-2022 academic year. This form also authorizes the release of and requests student records for the student below.

If you have received this form and have any questions, please contact:

Avery McCoy

[amccoy@nwclassical.org](mailto:amccoy@nwclassical.org)

Date: \_\_\_\_\_ Name of School: \_\_\_\_\_

### Student Information:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (MM/DD/YYYY) Last Grade Completed: \_\_\_\_\_

Final Month/Year Completed: \_\_\_\_\_

Please send a copy of the following education records for the student named above:

- Transcript/Final Report Card
- All standardized test results
- Complete discipline record
- IEP (Individualized Education Plan), if applicable
- Psychological Evaluation
- Eligibility Report

Email To: Avery McCoy  
amccoy@nwclassical.org  
3010 Cobb Parkway, NW  
Kennesaw, GA 30152

### Name of Authorizing Parent/Guardian:

Last: \_\_\_\_\_ First: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA), or with the written permission of the student's parent or legal guardian, or of the student (if student is over 18 years old). Student records are kept in accordance with the Georgia Records Act.

\*Signature of authorized person (student, if 18 or older), otherwise parent/guardian\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_