



Caswell County Schools

P.O. Box 160 ~ Yanceyville, North Carolina 27379

Phone (336) 694-4116 ~ Fax (336) 694-5154

REQUEST FOR RECORDS

To: _____
(School Name)

Address: _____

City: _____ State: _____ Zip: _____

Please forward the school records for _____
(Name of Student)

This student has enrolled in our school in grade _____.

We need the following information:

- Grades to date by marking period or final grade
- All available test scores
- Health records (Birth Certificate)
- Immunization Records
- Psychological Evaluation
- Documents for any special programs
- Attendance Records
- Confidential and disciplinary information
- Any other information that may be helpful to place the child in the proper setting.

Thank you for your assistance.

School Official _____ Date: _____

Title: _____

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I certify that my child, _____, is not under a current suspension/expulsion from his/her previous school.

Parent/Guardian Signature _____ Date: _____