

FULTON COUNTY SCHOOLS RECORDS REQUEST FORM



**LANGSTON HUGHES HIGH SCHOOL
COUNSELING CENTER
7510 HALL FAIRBURN, GA 30213
PHONE 770-774-3635 FAX 770-774-3636**

Student's
Name _____
Last First Middle

Date of Birth _____ Grade Level _____

Name of School Last Attended _____

Address of School _____
Street Address

City, State, Zip

I authorize the release of academic and discipline records for the above named student to Langston Hughes High School. Please mail the following information to Langston Hughes Counseling Center.

- | | |
|---|---|
| <input type="checkbox"/> Complete Final Transcript | <input type="checkbox"/> Georgia FTE# (if applicable) |
| <input type="checkbox"/> Discipline Records | <input type="checkbox"/> Special Education Records (including IEP, psychological, and evaluation reports) |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> 504/SST Records |
| <input type="checkbox"/> Immunization and EED Forms (Ear, Eye & Dental) | |
| <input type="checkbox"/> ESOL/ELL Records | |

Signature of Parent or Legal Guardian _____
Date

Student Signature _____
Date

Signature of
Langston Hughes High School
Official _____
Date

Is the student currently on suspension or expulsion from school or another school system?

_____NO _____YES

If yes, Reason(s) _____

OVER PLEASE

Terms of Suspension _____

Has the student ever been convicted of a felony crime (armed robbery, aggravated assault or battery, rape, carrying a deadly weapon, felony drugs, kidnapping, arson, murder, hijacking, etc.)?

_____NO _____YES

If yes, Date of Conviction _____

Offense(s) Committed _____

Name and Location of Court _____

Sentence Imposed _____

**NOTE: A STUDENT MAY BE WITHDRAWN FROM SCHOOL
IF FALSE INFORMATION IS PROVIDED.**

Georgia Law

If a transferring middle/high school student does not bring a certified copy of his/her academic transcript and disciplinary record from the school previously attended by the student, a new Georgia Law (O.C.G.A. 20-670) provides "...a transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration..." and "...shall also disclose on the same document as the release whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and , if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed... The student of his or her parent or legal guardian shall also disclose on the document whether the student is currently serving a suspension or expulsion from another school, the reason for such discipline, and the term of such discipline. If a student so conditionally admitted is found to be ineligible for enrollment pursuant to the provisions of Code Section 20-2-752, or is subsequently found to be so ineligible, he or she shall be dismissed from enrollment until such time as he or she becomes so eligible."

The administration appreciates your assistance in complying with this state legal mandate.

12/2002-2/2007