

Tiffany Williams  
Principal



Assistant Principal  
Matt Roberson

2006 Jackson Bluff Rd.  
Tallahassee, FL 32304  
Phone: 850-488-2468

## Record Request Form

TO: Registrar (School Last Attended)

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number / Fax Number

- Please send an official transcript, test scores, discipline history and an explanation of your grading scale and GPA weight policy.
- Most recent IEP and all psychological and social work evaluations (if applicable).
- Immunization records, Physical, Birth Certificate and Social Security Card.
- Withdrawal grades for current grading period.

The Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June, 1976, no longer requires written parental consent to release student education records between schools.

The rules state that school officials in school systems in which the student may intend to enroll may release and receive a student's records without consent for such release. (In Florida, see also Florida statute 228/093 and State Board of Education Rule 6A-1.955).

Please forward all student records which you have for:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Please forward this information to:

Shirley Cain, Registrar  
SAIL High School  
2006 Jackson Bluff Rd.  
Tallahassee, FL 32304  
Fax: 850-922-8483

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability."*