



Caroline County Public Schools

16261 Richmond Turnpike, Bowling Green, VA 22427
Phone: (804) 633-5088 Fax: (804) 633-5563

Records Request & Release of Confidential Information

I hereby certify that on _____, 20____, a student by the name of _____, who had been enrolled at your school, has now enrolled at _____.

(Please provide name, address, and phone numbers of former school here.)

Name of School: _____

Address of School: _____

Phone number: _____ Fax number: _____

As you see below, the parent has authorized release of all records including GRADES, TEST SCORES, HEALTH RECORDS, PHYSICAL EXAMINATIONS, DISCIPLINE REPORTS, and any other information that will be helpful. If applicable, please include psychological tests, any records relating to placement in special programs such as gifted/talented, Title I (special reading programs), English as a Second Language (ESL) or special education classes [please send current INDIVIDUAL EDUCATION PLAN (IEP), or equivalent.] You will find the authorization below for the release of such records. Thank you for your prompt cooperation in sending these documents.

Please send the school records to: **Lewis & Clark Elementary School**
18101 Clark and York Blvd.
Ruther Glen, VA 22546
804-448-0175 (P)
804-448-0293 (F)

School Official _____ Title _____

RECORDS RELEASE AUTHORIZATION

In accordance with Public Law 93-380, I hereby certify that I am the legal guardian or parent of _____, a student now enrolled in grade _____ at _____. I do hereby authorize the release of ALL school records of my child to this school. Records are to include the grades, test scores, health records, physical examination, discipline reports, and if applicable records relating to placement in special programs such as GIFTED/TALENTED, TITLE I, ENGLISH AS A SECOND LANGUAGE OR SPECIAL EDUCATION.

Parent or Guardian Signature

Date