



REQUEST FOR STUDENT RECORDS
Onslow County Schools
(Please submit one for each student)

1st Request: _____

2nd Request: _____

Name/Address/Fax# of Last School of Attendance:

School Name

School Address

School Main Phone

School Fax

The student named below has presented for enrollment with Onslow County Schools. OCS is requesting current educational records, including the following: Exceptional Child Records (IEP/Behavior Plan, Psychological testing, etc.); Academically Gifted Records; 504 Plan; Standardized Testing Results; Immunizations & Physicals; Birth Certificate; Attendance; Behavior/Suspensions; Previous School Records; Custody Records, if applicable. Please do not send the entire student file. Copies only.

Printed Legal Name of Student

Date of Birth

Grade for 2020/2021

According to NC Public School policy on disclosure of student records to persons other than parents or student, schools may, without the consent of either the student or guardian, disclose information kept in the student's cumulative record to officials of another school in which the student seeks or intends to enroll. Legal ref: PL 93-380; GS 225C114; 115C-402; NCAC Title I 16.03.0606.

Your prompt attention to this request is greatly appreciated.

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

Date