

REQUEST FOR STUDENT RECORDS
JACK ANDERSON ELEMENTARY SCHOOL
 250 SHUTE LANE • HENDERSONVILLE, TN 37075
 PHONE: 615-264-5830 • FAX: 615-824-0470



Today's Date	
Previous School Name	
Previous School Address	
Previous School Phone #	
Previous School Fax #	

The student(s) listed below has enrolled at Jack Anderson Elementary School.

Student Name	Date of Birth	Grade (2022-2023 School Year)

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Official Use Only

Please release all mandated records including documents listed below to Jack Anderson Elementary.

- Birth Certificate
- Immunization Record
- Current Grades, Report Card
- Complete Transcripts
- Standardized Test Scores
- Discipline and Attendance Documents
- Custody Papers (if applicable)
- Individual Education Plan (IEP)
- Language Tests (ex. WIDA/ACCESS)
- Any Additional Important Information

Expected Start Date _____

Does Student Have a 504 Plan? Yes No

Does Student Have an IEP? Yes No

 Stephanie Defazio
 Attendance Clerk
 stephanie.defazio@sumnerschools.org