CHRISTIAN HERITAGE SCHOOL

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

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TO PARENT or GUARDIAN

Please complete the authorization below and send this form to the guidance counselor or principal at your child's present school. (Please print)

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Student's Last Name First Middle Grade

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Name of School and Address

In accordance with federal regulations regarding the privacy rights of parents and students under The Family Educational and Privacy Act of 1974, I hereby consent to the release of all educational records of the above named individual to Christian Heritage School, including recommendations and other information that may be requested.

____________________ ______________________________________

Date Signature of Parent/Legal Guardian

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TO: GUIDANCE COUNSELOR, PRINCIPAL, AND PHYSCIAN

The student named above has made application for admission to Christian Heritage School. We would appreciate your prompt attention in sending the following records:

1. A transcript of the student's permanent record to date, including grades for courses in progress.
2. A copy of the student's complete test profile
3. All health records, including immunization form, eye, ear and dental form; birth certificate; etc.
4. Copies of all psychological reports
5. Copies of Individual Educational Plan
6. Copies of Special Education Placement forms
7. Copies of all discipline reports
8. Copies of Attendance Records

If this student is admitted to Christian Heritage School we will request a final transcript of the student's records at the end of this school year. Please hold this authorization form on file so that a second form will not be necessary at that time.

Please mail this information to: **Christian Heritage School, Admissions Office**
1600 Martin Luther King, Jr. Blvd.
Dalton, Georgia 30721
(706) 277-1198

160-5-1.14 Transfer of Student Records

After receiving a written request for student records from a public or private school, including schools operated by the Department of Juvenile Justice, the local school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than 10 calendar days a copy of all requested student records to the school system or school to which a student has transferred.