

RELEASE OF STUDENT RECORDS



To Parent(s)/Guardian: Please fill out this form and submit it to the records clerk of your child's present school.

Full Name of Student: _____

Birthdate _____ Current Grade _____ Current Academic Year _____

I hereby authorize (student's present school) _____
to release school records to Powhatan School for the purpose of admission consideration.
Please INITIAL each item of information listed below you wish to have released.

_____ Identifying information, academic transcripts, attendance record, record of
release of permanent record information, accident and health record honors and
awards received, participation in school-sponsored activities.

_____ Disciplinary information.

_____ Teacher anecdotal information.

_____ Verified reports from non-school persons or agencies.

_____ *Case studies (includes psychological evaluations).

_____ *Special education files including reports of multidisciplinary staffings

_____ *Verified reports from non-school persons or agencies which were part of special
education decisions.

_____ *Social work reports.

_____ * IEP (Individual Education Program).

_____ OTHER

_____ * As parent/guardian, I waive the right to inspect, copy, and challenge the
contents of the student records.

(Parents/Guardian Signature)

(Name)

(Address)

(Phone Number)

RECORDS CLERK: Please submit copies of Student Records to the Office of Admissions at:

Powhatan School
49 Powhatan Lane
Boyce, VA 22620
FAX: 540.837.5061
EMAIL: mikehatfield@powhatanschool.org