



Poquoson City Public Schools
 500 City Hall Avenue
 Poquoson, Virginia 23662
 Telephone: 757-868-3055

STUDENT RECORDS REQUEST FORM

STUDENT INFORMATION

LAST NAME:	FIRST:	MIDDLE:	DATE OF BIRTH:	GRADE:

The student named above has enrolled in Poquoson City Public Schools. Please send a complete transcript for him/her including:

- Student educational records (Grades/Transcripts/Test scores/Attendance)
- Grades earned to date of withdrawal
- Results of Standardized Tests
- EIMS Number if coming from a Virginia Public School
- Health records including immunizations and dates
- Psychological/Sociological evaluations
- IEP and/or Child Studies (if applicable)
- Discipline Report(s)
- Any other important information including services received

Send all records to:

Poquoson Primary School
 19 Odd Road
 Poquoson, VA 23662
 (757) 868-4403
 ATTN: Guidance Department
 FAX: 757-868-6846

Poquoson Elementary School
 1033 Poquoson Avenue
 Poquoson, VA 23662
 (757) 868-6921
 ATTN: Guidance Department
 FAX: 757-868-8058

Poquoson Middle School
 985 Poquoson Avenue
 Poquoson, VA 23662
 (757) 868-6031
 ATTN: Guidance Department
 FAX: 757-868-4220

Poquoson High School
 51 Odd Road
 Poquoson, VA 23662
 (757) 868-7123
 ATTN: Guidance Department
 FAX: 757-868-3141

Date of 1st request: _____

Date of 2nd request: _____

RECORD RELEASE AUTHORIZATION:

I authorize release of my child's records to be used for school purposes by Poquoson City Public Schools.

Release Information From: _____

SCHOOL/AGENCY: _____

ADDRESS: _____

CITY	STATE	ZIP CODE

PHONE:	FAX:
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Parent or Legal Guardian Signature: _____ Date: _____