

## REQUEST FOR SCHOOL RECORDS

JM 3.2-16

Name/Agency Requesting Records \_\_\_\_\_  
Date: \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Students Name \_\_\_\_\_  
Aliases and/or maiden name \_\_\_\_\_  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last school attended \_\_\_\_\_  
Dates/years attended/Graduation Date \_\_\_\_\_

**I hereby authorize Franklin County School District to release the following records:**

**Authorization Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Records requested:

ESE Records \_\_\_\_\_ Transcript \_\_\_\_\_  
Shot Records \_\_\_\_\_ GED Records: [ged.fldoe.org/](http://ged.fldoe.org/) 850-245-0449  
Birth Certificate \_\_\_\_\_ Other: \_\_\_\_\_

Mail Records to: \_\_\_\_\_ Same as Above \_\_\_\_\_

Name \_\_\_\_\_ Attention \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To request current year student transfer records, please submit your request to Franklin County School, Attention: Melissa West, 1250 Highway 98, Eastpoint, FL 32328 or fax request to 850-670-2801, or email request to [mwest@franklin.k12.fl.us](mailto:mwest@franklin.k12.fl.us).

Currently, to request student records from 1991 to present, please submit your request to Franklin County School District, Attention: Allison Chipman, Human Resource Specialist, 85 School Road, Suite 1, Eastpoint, FL 32328 or fax request to 850-670-8579 or email your information to [achipman@franklin.k12.fl.us](mailto:achipman@franklin.k12.fl.us).

**Please be advised: Records prior to 1991 are archived and may be subject to a longer response time and DOE no longer requires us to keep GED Records; you must request as indicated above.**