

## REQUEST FOR SCHOOL RECORDS

JM6811

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 \_\_\_\_\_  
Birth Certificate \_\_\_\_\_ Other: \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

To request student records prior to 1991, please mail request to Franklin County School District: Attention: Betty Stephens, 85 School Road, Suite One, Eastpoint, Florida 32328 or fax request to 850-6700-2811 or email information to Betty at [boogiebetty23@yahoo.com](mailto:boogiebetty23@yahoo.com)

To request student records from 1991 to present, please mail request to Franklin County School Attention: Cathy Carroll, 1250 Highway 98, Eastpoint, Florida 32328 or fax request to 850-670-2801 or email information to Cathy at [ccarroll@franklin.k12.fl.us](mailto:ccarroll@franklin.k12.fl.us)

**Please be advised that records prior to 1991 are archived and may be subject to a longer response time.**