



## DeKalb County Schools Official Request for Student Records

Date Requested: \_\_\_\_\_

Date Received: \_\_\_\_\_

The Alabama Department of Education and DeKalb County Schools request that you transmit the following student records as soon as possible. If the student is currently receiving special education services, the records must be transferred to the requesting school. (Alabama Administrative code 290-080-090.09 (2) (c))

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Last Name	First Name	Middle	Grade
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Last Name	First Name	Middle	Grade
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Last Name	First Name	Middle	Grade
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Last Name	First Name	Middle	Grade
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Last Name	First Name	Middle	Grade
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Please return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal Signature

Requesting records from:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Records:  
All Report Cards, Testing, Special  
Placement Testing