



Oak Hill Charter School

4603 Oak Hill School Rd, Lenoir NC 28645

REQUEST FOR STUDENT RECORDS

2022-2023

Student's Full Name: _____ Grade: _____

****If you homeschooled, went to private school or just entering Kindergarten,
please name the school district your child would have attended****

Previous School's Name _____ (if attended any public school)

Phone #: _____ Contact person: _____

I hereby give _____ (name of previous school/data manager)
permission to release all school records for my child and to be forwarded to Oak Hill
Charter School.

Please send the following:

- Grades as of the date of withdrawal from your school
- Attendance record for all previous years
- All test results
- Immunization records/health assessment form/other health documents
- Birth Certificate
- Gifted/Exceptional Children's records
- Any/all behavioral records
- Any other academic records /Including IEP's & 504's

Parent Signature: _____ Date: _____

Data/Office Manager signature: _____ Date: _____

Phone: _____ Fax _____