

Pike County High School

Mr. Willie Wright, Principal
Mrs. Hannah Clifford, Asst. Principal
Sharon Sullivan, Counselor

552 South Main Street
Brundidge, Alabama 36010
Phone: 334-735-2389
Fax: 334-735-3176

OFFICIAL REQUEST FOR STUDENT RECORDS

Date of Request _____

Date Received _____

The Alabama Department of Education and Pike County High School request that you transmit the following student records as soon as possible. If the student is currently receiving special education and related services, the records must be transferred to the requesting school. [Alabama Administrative Code 290-080-090.09(2) (e)]

Name _____ Grade _____ Date of Birth _____

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Please send the following checked information:

- ___ Immunization and Health records (Alabama Originals)
- ___ Copy of Social Security Card
- ___ Copy of Birth Certificate
- ___ Withdrawal grades for subjects in progress (numeric grades)
- ___ Grading Scale (if only letter grades are indicated on report card)
- ___ Copy of Cumulative Folder/Transcript
- ___ Test Information (SAT-10/ARMT/Alabama High School Graduation Exam)
- ___ Attendance Records
- ___ Discipline Records
- ___ Special Education/504 Records (if apply)
- ___ Other: _____

PARENT SIGNATURE: _____

Principal/Counselor

NAME AND ADDRESS OF LAST SCHOOL ATTENDED:

Please Remit to: Pike County High School
Attn: Guidance Department
552 South Main Street
Brundidge, AL 36010
Fax: 334-735-5219