



Topsail High School

245 North St. Johns Church Rd

Hampstead, NC 28443

Phone: 910-270-2755

Fax: 910-270-9131

Educational Records Request

Date: _____ School: _____

Previous School: _____

City/State: _____

Was student in attendance less than 1 month? Yes No

Has student ever attended school in Pender County? Yes No

If so, Name of School _____

Student Name: _____

Date of Birth: _____

We have enrolled the above student in grade _____. Please forward a complete educational record including the following:

1. Current grades and grades from all prior years (transcript for high school students)
2. Attendance records: current and all prior years
3. Health and immunization records
4. Standardized test scores (including W-APT, ACCESS)
5. Exceptional children's records (IEP), if applicable
6. 504, if applicable
7. Discipline records (current suspension info)
8. North Carolina Personalized Education Plan, if applicable
9. Student Support Team/Multi-tiered System of Support paperwork
10. Court documents
11. AIG Information, if applicable
12. Other: _____

Parent's signature

Date

Return to Data Manager