

Portland Gateview Elementary
1098 Gateview Drive
Portland, TN 37148
Phone: 615-323-7638
Fax: 615-323-0273

Request for Student Records

Date: _____

Previous School Name: _____

Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

The student(s) listed below has enrolled at Portland Gateview Elementary in the Sumner County school district.

Student Name	Date of Birth	Grade
--------------	---------------	-------

Student Name	Date of Birth	Grade
--------------	---------------	-------

Student Name	Date of Birth	Grade
--------------	---------------	-------

Please Include:

- Official Transcript
- Withdrawal Grades and Date of Withdrawal
- Most Recent Report Card
- Immunization Record
- Birth Certificate
- Test Scores
- Special Education Records
- Discipline and Attendance Records
- ELL Records and Testing (if applicable)
- Custody Paper (if applicable)

Expected Start Date _____

Does Student Have a 504 Plan? Yes No

Does Student Have an IEP: Yes No

[] Please Mail Records To The Address Above.

[] URGENT! – Please Fax The Following So That The Above Student May Be Enrolled
(Fax – 615-323-0273)

Joyce Roberts, Attendance Clerk