



School Records Request for: \_\_\_\_\_

Current Grade \_\_\_\_\_

*Attach this form to the school records requested  
Complete & return this form & records to Horizons Hampton Roads  
Release of information form copy is attached*

\_\_\_\_\_ RETURNING HORIZONS STUDENT (check each item provided; check none if none are attached):

Current school-year records:

- \_\_\_\_\_ Copy of Birth Certificate\* or # \_\_\_\_\_
- \_\_\_\_\_ Attendance Record
- \_\_\_\_\_ Most recent Report Card/ grade report
- \_\_\_\_\_ Most recent Reading test scores
- \_\_\_\_\_ Disciplinary Referrals (number and type) \_\_\_\_\_ Check here if none
- \_\_\_\_\_ Referrals for Special Services (referral reason/type) \_\_\_\_\_ Check here if none
- \_\_\_\_\_ Comments \_\_\_\_\_ Check here if none

\_\_\_\_\_ NEW HORIZONS STUDENT (check each item provided; check none if none are attached):

Current school-year records:

- \_\_\_\_\_ Copy of Birth Certificate\* or # \_\_\_\_\_
- \_\_\_\_\_ Medical & immunization record required for school entry\* (or exemption statement therefore)
- \_\_\_\_\_ Attendance Record
- \_\_\_\_\_ Most recent report card/grade report
- \_\_\_\_\_ Most recent Reading test scores
- \_\_\_\_\_ Disciplinary Referrals (number and type) \_\_\_\_\_ Check here if none
- \_\_\_\_\_ Referrals for Special Services (referral reason/type) \_\_\_\_\_ Check here if none
- \_\_\_\_\_ Comments \_\_\_\_\_ Check here if none

\*\*\*NOTE: We cannot enroll any student without these records on file pursuant to a D.S.S. regulation