



L. Eden Hendrick  
Executive Director

P.O. Box 21069  
Columbia, SC 29221-1069

djj.sc.gov

Henry McMaster  
Governor



# STUDENT RECORDS REQUEST FORM

## Forward Records to School Registrar Indicated Below:

\_\_\_\_\_  
Name of School/Facility Requesting Records

\_\_\_\_\_  
Name of Individual Requesting, Title

\_\_\_\_\_  
School/Facility Address

\_\_\_\_\_  
Email Address (Must be district issued)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

### IN ORDER TO LOCATE THE STUDENT RECORD, PROVIDE THE FOLLOWING INFORMATION: (Required information indicated in bold-face)

Name: \_\_\_\_\_  
                    **Last**                    **First**                    **Middle**

DOB: \_\_\_\_\_

*Regulation 43-273 requires school districts to transfer records to new school districts as soon as possible, but in no case later than 10 business days upon receiving the written request. According to the Family Education Rights and Privacy Act dated June 17, 1976, it is no longer necessary to obtain written parental consent to transfer records between schools.*

\_\_\_\_\_  
**School Official Signature**                    **Date**

Pursuant to Public Law regulating the release of school records, we as officials of a public school are requesting:

- Birth Certificate
- Transcript of Academic Records/Withdrawal Grades
- Standardized Test Results
- Health/Immunization Records
- All of the Above

<b>SC Department of Juvenile Justice Use Only</b>	
Date Request Received:	_____
Received By:	_____
Date Request Completed:	_____
Number of Pages:	_____

Requests should be submitted to [transcripts@djj.sc.gov](mailto:transcripts@djj.sc.gov). Please allow 48 hours for processing. Should you need additional assistance, please dial (803)896-5952. You may request Special Education Records separately via email to [wandancourtney@djj.sc.gov](mailto:wandancourtney@djj.sc.gov).