



## Sandalwood High School Records Request Fax

2750 John Prom Blvd Jacksonville, FL 32246  
 904-646-5100 | 904-348-5170 fax | [www.duvalschools.org/sandalwood](http://www.duvalschools.org/sandalwood)

PREVIOUS SCHOOL: FROM: Sandalwood Records Department

FAX: PAGES:

PHONE: DATE:

STUDENT: DOB:

STUDENT ID #: PARENT SIGNATURE :

The student listed above is enrolling at Sandalwood High School. Under Public Law, no parent signature is required for Educational Records to be sent from one Educational Agency to another. **Please send via e-mail and/or fax the requested copies below of:**

- **Final transcripts** (including testing).
- **Withdrawal grades** (or current grade book).
- **Report card** (including your school's grading scale).
- **Attendance, discipline and health records.**
- **Birth Certificate and Social Security Card**
- **DH680** (immunization certificate).
- **DH3040** (school entry health exam).
- **Special Education Records IEP/504 Plan** (if applicable).

Comments:

Thank you for your time and prompt attention to this request.

Stanley Brooks, Records Clerk, [Brookss1@duvalschools.org](mailto:Brookss1@duvalschools.org), 904-646-5100 ext. 1237-999903

Denise Williams, Data Entry Clerk, [Williamsd@duvalschools.org](mailto:Williamsd@duvalschools.org), 904-646-5100 ext. 1237-999905