



Atlantic Coast High School Records Request Fax

9735 R. G. Skinner Parkway Jacksonville, FL 32256
904-538-5120 | 904-348-5313 fax | www.duvalschools.org/achs

PREVIOUS SCHOOL: _____ FROM: **ACHS Counseling/Guidance Department**

FAX: _____ PAGES including cover page: _____

PHONE: _____ DATE: _____

STUDENT: _____ DOB: _____

STUDENT #: _____ PARENT SIGNATURE : _____

The student listed above is enrolling at Atlantic Coast 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.**
- ___ **DH680** (immunization certificate).
- ___ **DH3040** (school entry health exam).
- ___ **504** (if applicable).
- ___ **IEP** (if applicable).

Comments:

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

Please return this form to the Counseling/Guidance office.

If a student owes a fine, the grades, diploma and transcript are withheld from the pupil – not the requesting school district or private school. In view of the mandate in Section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the student has caused damage to the school or owes money for materials, fines or books, etc. We will withhold grades, diploma and transcripts from any student transferring into our district whose misconduct caused a previous district to withhold them.