

JACK JOUETT MIDDLE SCHOOL
210 LAMBS LANE
CHARLOTTESVILLE, VIRGINIA 22901

Office of the Principal
434-975-9320

Fax
434-975-9325



School Counseling Office
434-975-9321

Fax
434-975-9322

Stephanie Bowles (Hall)
Registrar
shall2@k12albemarle.org

Request for Records

Students Name: _____

Previous Schools Name: _____

Previous Schools Phone: _____

Previous Schools Email Contact: _____

Previous Schools Fax: _____

The above named student has enrolled in our school. Please send all available school records so this student may be enrolled properly.

Information to be released but not limited to:

- ❖ An official record or grades earned to date of withdrawal, including grade scale.
- ❖ Birth Certificate
- ❖ Immunizations and Health Exam
- ❖ Standardized Test Scores
- ❖ Attendance Records
- ❖ Discipline Records (if applicable)
- ❖ IEP/504 plan (if applicable)
- ❖ Confidential Information (court orders, psych evals etc. if applicable)

I hereby authorize the release of the information listed above to the specified institution:

Signature of Parent or Guardian:

Date:

School Registrar or Counseling Asst.

Date: