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Guidance Department
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REQUEST FOR TRANSCRIPT AND OTHER INFORMATION

TO: _____

Date: _____

STUDENT: _____

Grade: _____ Birth date: _____

The above named student is enrolling at West Florence High School. Please send the following information to allow us to complete the registration:

- Official Transcript of courses completed and credits earned to date (note: **faxed transcripts are not official**)
- Key to your grading system
- Immunization certificate
- Discipline record
- Attendance
- Intelligence & Achievement test scores
- Date of entrance & withdrawal
- Copy of birth certificate
- HSAP scores (S.C. High School Assessment Program) or Exit Exam score

Note: If the student left before the close of a grading period, please list the subjects he/she was taking and the grades for that grading period to date of withdrawal.

Parent/Student Signature

Counselor/Secretary

Date

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule On Education Records. Federal Register, June 17, 1976, Vol. 1, No. 319, Page 24673.) Family Educational Rights and Privacy Act-the Buckley Amendment 20 U.S.C. 1232 g (b) (1) (3) and the implementing regulations "Final Rule on Education Records" set forth in the Federal Register, Thursday, June 17, 1976, Vol.41, no. 118,99.31, p. 24673 and 99.34 p. 24674.

RECORDS CANNOT LEGALLY BE WITHHELD FROM ONE EDUCATIONAL INSTITUTION TO ANOTHER.

Pride