



**Knox County Schools**  
**Request for Student Records from Bearden Middle School**

**Date of Request:** \_\_\_\_\_

**Student's Information**

**Student's Legal Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Name and Address of Last School Attended:**

**School Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**The following records are hereby requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Transcripts/Report Cards</b>                     | <input type="checkbox"/> <b>Discipline Records</b>        |
| <input type="checkbox"/> <b>Test Data/standardized test scores</b>           | <input type="checkbox"/> <b>Immunizations</b>             |
| <input type="checkbox"/> <b>Attendance Records</b>                           | <input type="checkbox"/> <b>Health/medical records</b>    |
| <input type="checkbox"/> <b>List of courses/grades at time of withdrawal</b> | <input type="checkbox"/> <b>Psychological records</b>     |
| <input type="checkbox"/> <b>IEP (Special Ed records) – if applicable</b>     | <input type="checkbox"/> <b>Sociological records</b>      |
| <b>(Please include Eligibility Report and Psych report.)</b>                 |   |
| <input type="checkbox"/> <b>504 Plan – if applicable</b>                     | <input type="checkbox"/> <b>Copy of birth certificate</b> |
| <input type="checkbox"/> <b>Legal Custody/guardianship papers</b>            | <input type="checkbox"/> <b>ELL – if applicable</b>       |

**Please forward the requested information to:**

**Marianne Lesler, Counselor**  
**Bearden Middle School**  
**1000 Francis Road**  
**Knoxville, TN 37909**

**[Marianne.lesler@knoxschools.org](mailto:Marianne.lesler@knoxschools.org)**

**Or you may fax the information to (865) 539-7851. If you have any questions, please call (865) 539-7839.**

Updated 5/19/15

*According to the Final Regulations-Family Education Rights and Privacy Act (Vol. 41, No. 118-24673) dated June 17, 1976, it is no longer necessary to obtain written consent to release records.*