



Request for Records

Knox County Schools  
Bearden Middle School  
1000 Francis Road  
Knoxville, TN 37909  
865-539-7839 (fax)

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

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

Grade: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Previous School Name: \_\_\_\_\_

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

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

Fax Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please send the following records:**

Withdrawal Grades  
Transcript/Report Cards  
Test Data/Standardized Test Scores  
IEP (Special Education) - if applicable  
(include Eligibility and Psych Reports)  
504 Plan - if applicable  
Attendance Records  
Legal Custody/Guardianship Papers

Discipline Records  
Immunizations  
Health/Medical Records  
Psychological Records  
Sociological Records  
Copy of Birth Certificate  
ELL Records - if applicable

**Please send the requested information:**

Fax: 865-539-7851  
Attention: Connie Dolvin

Mail: Enrollment/Records  
Bearden Middle School  
1000 Francis Road  
Knoxville, TN 37909

Email/Scan:  
connie.dolvin@knoxschools.org

If you have any questions, please contact (or email) Connie Dolvin at 865-539-7839.