

TROUP COUNTY SCHOOLS
NOTICE TO RELEASE SECONDARY GRADE LEVEL SPECIAL EDUCATION
RECORDS

SYSTEM NAME _____ STATE _____

System Fax # _____ Date of 1st attempt _____

System Phone # _____ Date of 2nd attempt _____

Student Legal Name _____ DOB _____

Records to be released for educational planning purposes:

- ___ SST Information
- ___ Attendance
- ___ Consent Forms
- ___ Psychological Assessment(s)
- ___ Eligibility Report(s)
- ___ IEP/Minutes
- ___ Speech Records
- ___ Discipline Records
- ___ Medical Records
- ___ Other _____

Send Records To: Angie Knight – Records Clerk
Exceptional Education Center
1712 Whitesville Road
LaGrange, Georgia 30240
Phone: 706-812-7939
Fax: 706-883-2395

For School use Only: Send copy of completed form to: Angie Knight – EEC
Request submitted by _____ School: _____
Document services verified by Phone: _____

Parent(s)/guardian(s) authorization is not required for release of public school records (FERPA) January 2005