

# Sacred Grove Academy

A Church School Ministry of Sacred Grove Church

Linda Kerr, Director  
334-408-7372  
homeschool@sacredgroveacademy.org

P.O. Box 505  
Auburn, AL 36831-505  
www.sacredgroveacademy.org

## Request for School Records Transfer

**DO NOT MAIL THIS FORM TO SACRED GROVE!**

**Mail form to child's former school**

Pursuant to the state open records law, Ala. Code Sec. 36-12-40, I write to request access to and a copy of school records for the below-named student. Please send all school records for the following student(s) currently enrolled in Sacred Grove Academy. We need all cumulative records, testing, and any other information that we can use to assess the student's ability and grade placement. Please include any other information that will verify subject content and proof of educational goals being met for grades given.

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

### Please send records for:

Student's Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Parent or Guardian's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Please send records to:

Name of Parent or Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please advise me of any copying and postage fees. I would request your response within ten (10) business days.