



Robert E. Ellis Middle School  
100 Indian Lake Road  
Hendersonville, TN 37075  
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School Counselor Contacts

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## STUDENT RECORD REQUEST

Name of School Last Attended \_\_\_\_\_

Phone/fax of Previous School \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please fax or email the information requested below as soon as possible:

- Complete Transcripts/Cumulative Record
- Birth Certificate
- Immunization Record
- Test Scores and/or Special Education records or current IEP
- Parenting Plan or Custody Papers
- Any other important information helpful to the success of the student

1<sup>st</sup> request \_\_\_\_\_

2<sup>nd</sup> request \_\_\_\_\_

3<sup>rd</sup> request \_\_\_\_\_