

SILVER SANDS MIDDLE SCHOOL
1300 Herbert Street
Port Orange, FL 32129
PHONE: 386-322-6175 FAX: 386-506-5042

REQUEST FOR STUDENT RECORDS

FROM: Christine Verduzco, Registrar

EMAIL: caverduz@volusia.k12.fl.us

PHONE: 386-322-6175, Ext. 36488

Prior School Name: _____

Address: _____ City: _____ State: _____

Phone: _____ Fax: _____

Requesting records for the following student:

GRADE	Last Name	First Name	MI	Date of Birth
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School Personnel to Complete Bottom Portion

Please forward the following records ASAP to ensure proper placement of student:

Final Report Cards: ____5th ____6th ____7th

Current Report Cards AND Current Withdraw Grades: ____6th ____7th ____8th

Transcripts/Cumulative Records to include all standardized test scores

ESE Records: most current IEP

Psychological Records/Behavior Ratings/Academic Assessments

504 Plan

Birth Certificate

Health Records: ____Physical ____Immunizations

I understand that Volusia County Schools cannot guarantee the confidentiality of any information that is sent via fax or email.

Signature: _____ Date: _____
(Parent or Legal Guardian)