

Westside Elementary School
309 Alsup Drive
Springfield, TN 37172
615-384-8495
615-384-0230 (fax)

REQUEST FOR STUDENT RECORDS

LAST SCHOOL ATTENDED _____

Please provide WESTSIDE ELEMENTARY with the following records and information
A TRANSCRIPT OF ALL GRADES, PROOF OF BIRTH, SOCIAL SECURITY
NUMBER, IMMUNIZATIONS, (original Tennessee immunization card if available)
PHYSICAL, SCREENINGS AND ALL TEST SCORES. IF STUDENT WAS IN
SPECIAL EDUCATION, PLEASE SEND ALL RECORDS INCLUDING
PSYCHOLOGICAL AND SPEECH.

****If any of this information is available from another department, please forward
this request.**

Student name

Date of birth

Grade

Parent signature

Date

(not required) Parental permission is no longer required when records are requested by
authorized school personnel. (Family Educational Rights and Privacy Act Final Rules on
Education Records Federal Register. June 17,1976. Vol.41 118. Page 24673)

Please mail to the above address. Thank you.

Records Clerk, Westside Elementary