



St. Johns County School District

St. Johns County Schools Records Requests

Date of Request: _____

Previous School: _____

Address of Previous School: _____

Phone: _____

Fax: _____

The following student(s) have registered at Durbin Creek Elementary School.
Please release records so that we may complete the registration process.

Student Name:

Date of Birth:

Grade:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please send the following information:

- ✓ Cumulative Records (include withdrawal grades and most recent report card)
- ✓ All Health Records (Immunizations, Physical, Birth Certificate)
- ✓ All Exceptional Student Educations Records (include IEP, Psychological, 504, RTI, etc.)
- ✓ Attendance History
- ✓ Test Scores (Assessments)
- ✓ Discipline Record
- ✓ ELL / ESOL information if applicable
- ✓ Other educationally relevant records.

Please send the records to: Attention: Susan Gould, Registrar/Data Operator Fax: 904-547-3885.

Durbin Creek Elementary School 4100 Race Track Rd. Saint Johns, FL 32259 Phone: 904-547-3880

Parent signature _____ Date: _____

School Official Signature _____ Date: _____

Under Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), records may be requested without parental consent when they are requested by School Officials with legitimate educational interest, including to schools in which a student is transferring. (34 CFR § 99.31)