



Sumner County Board of Education

Scott Langford, Ed. D.
Director of Schools
695 East Main Street Gallatin, TN 37066-2472
Phone: (615) 451-5200 Fax: (615) 451-5216

REQUEST FOR ATTENDANCE RELEASE OF INFORMATION

_____ Date
Yes No Which? _____
Special Ed. IEP/ 504 Services

_____ Student's Name School of Zone

_____ Parent or Guardian Name Student's Grade DOB

_____ Address City State Zip Code
Parent must provide two (2) proofs of residency at registration/intake of student in SCS

_____ Work/Daytime Phone Cell Phone Home/Evening Phone

CHILD'S LAST EDUCATIONAL PLACEMENT AND YEAR

_____ School Name County State Phone# Year

Please give a detailed explanation for the child's suspension or expulsion from the above listed school or agency, include any pending charges:

*****Please complete the second page and provide signatures*****

This information is given freely, voluntarily and without coercion, truthfully and to the best of my ability. I give permission for the Sumner County School District's Attendance Department to receive via fax, phone, email and/or mail, the disciplinary records involving said child's suspension and/or expulsion including, but not limited to, any current legal matters. The information can be provided from, but not limited to, the previous schools, Juvenile Court, Probation Officer(s), the Department of Children's Services and any previous placement that included the educational components within the facility. I understand that this information will assist the Sumner County Attendance Department with consideration of enrollment and appropriate assignment of my child.

Parent or Guardian Signature Date

Attendance Officer/Disciplinary Authority Date

Melanie Webster, Director's Designee Date

Placement: _____
Approved Not Approved

Intake Date Time Location

Staff Notes (Office use only)

