



Sumner County Board of Education

Del R. Phillips III, Ph.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

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

_____ School of Zone
Student's Name

_____ Student's Grade _____
Parent or Guardian Name DOB

_____ City _____ State _____ Zip Code
Address

_____ Cell Phone _____ Home/Evening Phone
Work/Daytime Phone

Type of Placement requested, please check one:

In Zone Placement _____ Alternative School Placement _____

CHILD'S LAST EDUCATIONAL PLACEMENT AND YEAR

_____ County _____ State _____ Phone# _____ Year
School Name

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

*****Please turn over to complete the back page and provide signatures*****



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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

Grace E. Oliver, Director's Designee

Placement:

Approved

Not Approved

Intake Date

Time

Location

Staff Notes (Office use only)

