



Educational Records Release & Request Form

School Year

Fill in enrollment school year (for example 2026-2027).

Student Information

Student's Legal Name: _____

Date of Birth: _____ Current Grade: _____

Previous School/Program: _____

School Address: _____

City/State/ZIP: _____

School Phone: _____ School Email: _____

Dates Student Attended: _____

Parent/Guardian Authorization

I authorize the school, homeschool, educational program, or other educational provider listed above to release records for my student to **Focus Plus Academy**.

Please provide all available records reasonably related to the student's education and enrollment, including:

- ☐ Report cards and academic progress records
- ☐ Official transcript and high-school credit records, if applicable
- ☐ Standardized and benchmark testing results
- ☐ Attendance records
- ☐ IEPs, 504 Plans, service plans, or accommodation plans
- ☐ Psychological, psychoeducational, speech/language, occupational therapy, or other educational evaluations maintained in the student's school record

- ☐ Records of academic interventions, learning supports, or specialized services
- ☐ Relevant disciplinary or behavioral records
- ☐ Immunization and school health records maintained as part of the student's educational record
- ☐ Other educational records reasonably relevant to the student's enrollment and educational planning

Other records requested, if applicable:

Records May Be Sent To

Focus Plus Academy

50 Library Road
Fletcher, NC 28732

Email: admissions@focusplusacademy.org

Phone: (828) 338-8331

Parent/Guardian Consent

I authorize the release of the records identified above to Focus Plus Academy for purposes of enrollment, educational planning, student support, and maintaining the student's school record.

Parent/Guardian Name: _____

Relationship to Student: _____

Signature: _____ **Date:** _____

Handwritten Signature Required

For Focus Plus Academy Use

Request Sent: _____

Method: ☐ Email ☐ Mail ☐ Fax ☐ Other: _____

Records Received: _____

Follow-Up Needed: ☐ No ☐ Yes

Notes: _____