

Request for School Records (Out-of-District)

Mauldin Middle School – Greenville, SC



Date of Request: [Click here to enter text.](#)

Student's Name: [Click here to enter text.](#)

Date of Birth: [Click here to enter text.](#)

Current Grade Level: [Click here to enter text.](#)

Former School: [Click here to enter text.](#)

Former City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Former School Phone #: [Click here to enter text.](#)

Former School Fax #: [Click here to enter text.](#)

Parent/Legal Guardian Name: [Click here to enter text.](#)

Attention School Registrar:

In order to assist in the placement of this student who is transferring from your school, you are requested to release and forward the following checked information below. Thank you for your assistance.

Please fax transcript and current schedule as soon as possible – **student is waiting to enroll.**

Please notify us immediately if student is currently expelled or suspended from school or has a history of serious discipline issues.

Please fax the following documents as soon as possible to

Transcript

Immunization

Discipline Records

Transfer Grades

Records

Other: [Click here to enter text.](#)

IEP & Psych Evaluation

Birth Certificate

504 Plan

Attendance

Please fax or mail copies of official records to:

Mauldin Middle School
1190 Holland Rd
Simpsonville, SC 29681
FAX 864-355-9462 or 864-355-6670
kmonaghan@greenville.k12.sc.us

Note: Do **not** send entire cumulative folder – **send copies only.**

Official Records should include: Official Transcript – signed with official seal, grading system explanation, and discipline records. Also for students identified with disabilities, please send IEP, Parent Consent, Psychological Eval., COSF (if applicable), FBA/BIP (if applicable) and/or 504 Plan if applicable.

Requester Name: **Kathy Monaghan**

Date: [Click here to enter a date.](#)