

RIVERSIDE CHRISTIAN HOMESCHOOL

116 Riverside Lane, Fayetteville, TN 37334

(931) 933 – 7907

www.riversideumbrella.org

2023-24
School Year

Request for Confidential Records

Please complete the authorization below and return this form to the RCH Director with the completed application.

AUTHORIZATION OF RELEASE FOR EDUCATIONAL RECORDS

The following student has been admitted to Riverside Christian Homeschool effective on the date signed by the program director.

Student's Name

Birthdate

Grade Level

Current / Previous School

School Phone Number

School Email Address

School Street Address

School City

State

Zip

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974, the undersigned hereby consents to release to Riverside Christian Homeschool, all educational records (including statements of disciplinary action or disciplinary records) and other information as may be requested about the above-named individual. This includes any special services or special education reports in addition to other written or verbal information.

Signed by Parent or Legal Guardian

Date

TO THE PRINCIPAL OR RECORDS/GUIDANCE DEPARTMENT:

The above-named student has been enrolled in RCH. In order to complete this process, RCH requests that the following items be sent to the address below, in a timely manner.

- ◇ Transcript and latest grades (including copies of report cards)
- ◇ Standardized test scores
- ◇ Any specialized testing results or placement in special programs
- ◇ All special education records or reports
- ◇ All disciplinary records or official statement of disciplinary action
- ◇ Any court documents for custody or legal actions involving the student
- ◇ Birth Certificate and Immunization Records

Susan W. Lemley

RCH Director Name (Print)

RCH Director Signature

Date

MAIL TO: Attn: Program Director
Riverside Christian Homeschool
116 Riverside Lane
Fayetteville, TN 37334

or EMAIL TO:
susan.lemley@riversideumbrella.org