



Gilbert Public Schools
 GPS Global Academy
 Records Office Fax Cover Sheet
 500 S. McQueen, Gilbert AZ 85233
 Office: (480) 507-1476 Fax: (480) 507-1435
 Web: <http://www.gilbertschools.net/global>

Request for Student Records

(This document is important! Complete all information below.)

At a minimum, we must have a phone number of the school the student last attended.)

In accordance with the Family Educational Rights and Privacy Act and Arizona State Law, I hereby authorize the release of student information for:

Student's name:	Grade	Birth Date
Previous School Name	Phone Number	
Address	Fax Number	
City	State	ZIP Code

PLEASE FAX UNOFFICIAL RECORDS AND MAIL OFFICIAL TRANSCRIPT. DO NOT SEND CUM FOLDERS.

Please include the following information:

Official Transcript – Please mail	Jr. High Transcript/Proof of Promotion
Unofficial Transcript – Please fax ASAP	Withdrawal Slip and Transfer Grades
IEP/Psychological Records	AzMERIT/AIMS/Achievement Test Scores (9-12)
Immunization Records	Birth Certificate
Discipline and Attendance Records	AZELLA/ELL Test Records
Legal Guardianship or Custody Paperwork	

Parent/Guardian Signature:

Date:

** Typing your name above acts as your signature and releases the above selected student records to Gilbert Global Academy.

 Global Academy Records Official Signature

 Date

Office Use Only:

1st Fax Date: _____

2nd Fax Date: _____

3rd Fax Date: _____