

Request for Recommendations and Evaluations

Procedure

From time to time our school receives requests for evaluations. These include requests from medical professionals including, but not limited to: medical, psychological, and educational inquiries. In order to help expedite this request please follow the procedure as stated below.

1. ALL requests for recommendations and/or evaluations should be sent directly to the counseling office secretary.
2. Please use the form entitled "Request for Recommendations and Evaluations" when submitting a request (see below).
3. Clearly indicate your child's name, grade level, and your contact information in case of questions.
4. The various forms will be distributed to the teachers and/or counselors as requested.
5. Please include an addressed envelope and stamp for mailing.
6. Please complete the release of information permission statement (see below).
7. When all forms have been completed the information **will be mailed directly** to the person, group or school for whom the information is requested. It will not be returned to the student or parents/guardians.

If you have any questions, you may contact the Records Coordinator,

770-497-3860 extension 134.

Request for Recommendations and Evaluations

Parent Name: _____ Daytime Phone: _____

Student Name: _____ Current Grade: _____

Date Requested: _____

Name of Teacher completing form: 1. _____

Name of Teacher completing form: 2. _____

Name of Teacher completing form: 3. _____

Name of Teacher completing form: 4. _____

Name of Teacher completing form: 5. _____

Name of Teacher completing form: 6. _____

Please send to the following address:

I, _____, the parent/guardian of _____,
grant permission for the release of information to the person(s) listed above.

_____ Date: _____

Parent/Guardian Signature

**Please attach forms to be completed by teachers to this form and submit to the Records Coordinator for distribution.

**If you have any questions please call the Records Coordinator at 770-497-3860 ext 134.