

LYLBURN DOWNING MIDDLE SCHOOL

302 Diamond Street
Lexington, Virginia 24450
Fax # 540-463-1548
www.lexedu.org

Abbott Keesee, Principal
540-463-3532

Sarah Leonard, Counselor
540-463-2000

Student Name: _____ **DOB:** _____

Entering Grade: _____ **Date of Enrollment:** _____

I request my child's school record be released to Lylburn Downing Middle.

School Name: _____

School Address: _____

Phone: _____ **FAX:** _____

Information to be released includes:

Transcript of Grades (including current to date)	Standardized Test Scores
Date of Enrollment/Last Date Attended	Attendance Record
Physical Exam/Immunization Records	Discipline Record
Special Education Records	Gifted Education Records
Other Confidential Information	Other Pertinent Information

According to the Family Educational Rights and Privacy Act (Buckley Amendment dated June 17, 1976) and VA Code 22.1-289.B; 22.1-289.D, it is **not necessary to obtain written consent** to release records between schools.

Date

Signature – Parent/Guardian

Date

Signature – School Official