



REQUEST FOR TRANSFER OF SCHOOL RECORDS

TO THE PARENT:

Please fill out the top section and return the entire form to the Port Macquarie Adventist School.

Student Name : _____

Student Home Address: _____

Student D.O.B: _____

Name of previous school: _____

I authorize the release of my child's school records to Port Macquarie Adventist School.

Signature of Parent/Guardian _____

Date _____

TO THE PRINCIPAL OR REGISTRAR:

The student named above **has enrolled** at Port Macquarie Adventist School. We are requesting:

	Y	N	N/A
<p>School Attendance During the previous school term, the student has been absent ___ day/s without reasonable explanation</p>			
<p>Education Adjustment Plan / Support Services Is there an IEP in place? If yes, please attach a copy, reports, specialist information and any evidence of adjustments provided.</p> <p>Is the child currently receiving other additional support services at school?</p> <p>If so, what?</p>			

<p>Behavioural Issues</p> <p>Has the student been suspended or excluded from school in the last 12 months?</p> <p>Did the student have an Individual Behaviour Support Plan in the last 12 months?</p>			
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If there is any additional information that we should know, please contact Miss Jessica Lee, Principal at principal@pmas.nsw.edu.au

Please return to admin@pmas.nsw.edu.au with any supporting documentation. Thankyou