

Powell County Request for Educational Records

Please fill in the following information to obtain school educational records.
Fax form to: 606-663-3303 Attn: Sarah or email to sarah.wasson@powell.kyschools.us

Full Legal name of person whose records you are requesting: _____
Maiden name if married: _____

Address: _____
Phone Number: _____

Date of Birth: _____

Father/Guardian: _____ Mother/Guardian: _____

Check the records you are requesting:

Attendance Grades Transcript Other _____

From which school(s) are you needing records?

Powell County High School Powell County Middle School
 Bowen Elementary Clay City Elementary Stanton Elementary

Did you graduate from the Powell County High School? Yes No

If yes, what year did you graduate? _____

If no, what was the last year you completed school in Powell County? _____

If no, what was the last grade you completed in Powell County? _____

Please state the reason for the request: _____

If you are not planning to pick up the records, please list where you want them faxed or mailed to:

Name: _____ Fax: _____

Address: _____

By signing this form, you are assuring the Powell County Schools that you are the person or the legal parent/guardian of the person whose records are being requested.

Parents/guardians may only request records of their children who are under the age of 18.

Name (Please Print) : _____

Signature

Date