



201 BENGAL BLVD.
FUQUAY-VARINA N.C 27526

PHONE: 919.557-2511

FAX: 919 557-2512

SCHOOL WEBSITE: HTTP://FVHS.WCPSS.NET

DATE: _____
PREVIOUS SCHOOL: _____
SCHOOL ADDRESS: _____
CITY/STATE/ZIP CODE: _____
Phone: _____
Fax: _____

Dear Registrar:

_____, one of your former students has enrolled in our _____th grade. We would appreciate it if you would send the following information as soon as possible:

- _____ Transcript
- _____ Withdrawal grades-NUMERICAL and LETTER
- _____ Key to grading system
- _____ Health/Immunization records
- _____ Standardized Test Scores (including PSAT, SAT, testing information)
- _____ Confidential Record (most recent IEP, psychological)
- _____ Birth Certificate
- _____ Discipline Report

Parent/Guardian _____
Phone # _____

If you have any questions, please do not hesitate to contact me. Thank you in advance for all your help and assistance.

Patricia Lyle
Registrar
Phone #: (919) 557-2521
Fax #: (919) 557-2966
Email: plyle@wcpss.net

According to the Final Regulations-Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release Records: Vol.41 No. 118-24673. It states that School officials, including teachers with the Educational institution and officials of other schools and school systems in which the student may intend to enroll may receive a student's records without a written consent of such release.

Revised 1/2010