Parents Request for Copies of Records
5100 Greenwell Springs Rd.
Baton Rouge, La. 70806
Telephone: (225) 231-9292 Fax: (225) 231-9291

_____ Birth Certificate
_____ Immunization Records
_____ Current Test Scores
_____ Discipline Records
_____ Social Security Card
_____ Homeless Apply
_____ Attendance Records
_____ Withdrawal Slips
_____ Last Report Card(s)
_____ Magnet/Scholar Student
_____ IEP/IAP Plan
_____ 504 Plan
_____ Student Data Sheets

There is a 24 hour per waiting period for all request to be filled: Please provide the following:

Student’s Name: ______________________________________________________
Grade: ______________________________________________________________
Parent/Guardian Name(s): ______________________________________________
Phone Number: _______________________________________________________
Identification of Requestor: _____________________________________________
Date of Request: ________________________________________________________