

# Southern Oaks Middle School

5500 NE St. James Drive

Port St. Lucie, FL 34983

PH 772-785-5640

Fax 772-785-5660

## Records Release Form

The following student was enrolled at our school on \_\_\_\_\_.

1<sup>st</sup> Request \_\_\_\_\_ 2<sup>nd</sup> Request \_\_\_\_\_ 3<sup>rd</sup> Request \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian/Student Signature: \_\_\_\_\_

### ***Previous School Information***

Name of School: \_\_\_\_\_

**Circle one:** Public School Private School Alternative School Home School

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Records may be sent via email to [mara.marrero@stlucieschools.org](mailto:mara.marrero@stlucieschools.org) or  
faxed (772)-785-5660

### **DO NOT SEND CUMULATIVE FILE**

**Please send the following records:**

*Official Transcript*

*Withdrawal Grades – current incoming grades*

*Test scores - EOC grades/Waivers*

*Copy of Health/Immunization Records – Shots and Physical*

*504 Plan*

*ESE – (Psychological Data, current IEP, current Re-Eval, Behavior Plan)*

*ESOL*

*Disciplinary Record*

*Birth Certificate*

*Social Security Card*

*Applicable Legal/Court Documents*

Thank you,

Mara Marrero, Registrar  
(772) 785-1593