



LINKHORNE
MIDDLE SCHOOL

LINKHORNE MIDDLE SCHOOL COUNSELING DEPARTMENT

2525 Linkhorne Drive
Lynchburg, VA 24503-3399
(434) 515-5332 • Fax: (434) 384-2810
www.lcsedu.net/schools/lms

RECORDS REQUEST

Student Name: _____ Date of Birth: _____

The student listed above has enrolled at Linkhorne Middle School in the _____ grade. Please forward a copy of his/her school records as soon as possible. Please include the following if applicable:

- | | |
|--|---|
|  Academic Record and Copy of Report Cards |  ESL/TAG Records |
|  Standardized Test Scores |  Numeric Grades to Date of Withdrawal |
|  Discipline Records |  Birth Certificate |
|  Attendance Records |  Health and Immunization Records |
|  Confidential Records (Psychological, IEP/504, Eligibility) |  Any Other Pertinent Information (including Day Treatment/mental health information) |

Please forward the records via mail, fax or email to:

Janet Romanzak
Linkhorne Middle School
2525 Linkhorne Drive
Lynchburg, VA 24503

Fax: 434-384-2810

-OR-

Email: romanzakjj@lcsedu.net

Respectfully yours,

Janet Romanzak, Registrar
Linkhorne Middle School

Last School Attended: _____

Parent/Guardian Signature

Date