

## **Santa Gertrudis School**

### **Academic Records Submission Process**

Santa Gertrudis School requires complete and accurate academic records to ensure proper student placement, continuity of instruction, and timely support services. Parents, guardians, and sending schools are encouraged to submit records as early as possible during the enrollment or transfer process.

#### **1. Student Information**

- Full legal student name
- Date of birth
- Current grade level
- Last school attended
- Parent/Guardian name and contact information

#### **2. Required Academic Records**

- Most recent report card or progress report
- Attendance records
- State assessment records (STAAR or equivalent, if applicable)
- Reading and math placement data (if available)
- Special education (IEP) or Section 504 records, if applicable
- Gifted/Talented documentation, if applicable

Note: Official transcripts are generally not required for PK–8 students.

#### **3. Authorization & Compliance**

- FERPA-compliant request or release of records form
- Parent/guardian signature or legal authorization
- Official school signature, seal, or registrar verification on records

#### **4. Submission Methods**

- Sent directly by the previous school (preferred)
- Secure email from the sending school's registrar or records clerk
- Mailed in a sealed envelope with an official school stamp
- Authorized electronic student records transfer system

#### **5. Follow-Up and Verification**

- Confirm records have been sent by the previous school
- Verify receipt with the Santa Gertrudis School registrar
- Retain copies of records for personal files
- Submit any missing or requested documentation promptly