



## **2024-2025 NAFCS Out-of-County Student Transfer Request**

### ***Request for Records – Grades 1-12 ONLY***

***This is a form for you to print and take to your student's current school to obtain a COPY of your student's discipline records and attendance report. This is NOT a request for the OFFICIAL RECORDS, but a request for a COPY of your student's discipline records and attendance report. The NAFCS office will request official records if your child is approved to attend New Albany Floyd County Schools.***

***Fill in your child's name, take to the current school, and a copy of the requested records should be provided to you. Please do not have the current school send a copy of records separately by email or fax to NAFCS. Thank You.***

***This is a request for school records for: \_\_\_\_\_***

***The information being requested includes discipline records and attendance report.***

***\*If there are no discipline records, please obtain on the current school's letterhead a statement that there are no discipline records/issues.***

***Please send your student's discipline records and attendance report by email to [NAFCSTransfers@nafcs.org](mailto:NAFCSTransfers@nafcs.org). They can also be dropped off at the New Albany Floyd County Schools Administrative Services Center @ 2813 Grant Line Road, New Albany, IN 47150, Attn: Curriculum Department. For consideration, your transfer request and all requested documents must be submitted and complete.***

***Sincerely,***

***Dr. Travis G. Madison***

***Dr. Travis G. Madison, Superintendent***