TO: Whom It May Concern

From: Kanoheda Elementary School Guidance/Records

Office RE: Student Transfers

Due to mandates from the Georgia Department of Education regarding recordkeeping on student withdrawals, it has now become necessary to verify when a student has transferred from our school to another facility. Please fax this verification form back to us as soon as the student has enrolled at your school or program.

We will forward records upon receipt of this request.

FAX # 770-628-4266

Student Name: _________________________________________________________________

Name of School: ________________________________________________________________

School Address: ________________________________________________________________

______________________________________________________________

Date of Enrollment: __________________________

______________________________________________________________

Name (of school official at enrolling school) __________________ Signature

Thank you for your help.

Martha A. Rodriguez
Registrar