

To Whom It May Concern:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying to attend a school in the Hall County School District

*(Student Name)*

as an out-of-district student. In order to be considered for enrollment, **the out-of-district committee will need the current school to send a copy of the student records listed below.**

**Please submit a direct email or a sealed envelope from the school** that includes (for all years in the school):

* All completed courses and final grades
* Current schedule and most recent progress report
* Any educational records (Gifted, IEP, 504, etc.) to determine available space to meet a child’s learning needs
* Behavior Records (If the student has no history of discipline, then please submit a letter from the school stating that the student is in good standing.)
* Attendance Records
* Standardized test scores

Note: If a student is entering kindergarten, please include a letter of recommendation from a current preschool teacher and any other preschool records. You may also scan and email documents directly to [joy.morris@hallco.org](mailto:joy.morris@hallco.org) and [laurie.ecke@hallco.org](mailto:laurie.ecke@hallco.org).

Thank you,

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit records by email to** [**Joy.morris@hallco.org**](mailto:Joy.morris@hallco.org) **and** [**Laurie.ecke@hallco.org**](mailto:Laurie.ecke@hallco.org)**; or please mail sealed envelope to:**

**Laurie Ecke / Joy Morris**

**Hall County Schools**

**711 Green Street**

**Gainesville, GA 30501**