



## 2026-2027 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 reports.

**\*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