



The Alabama Department of Youth Services School District  
PO Box 66  
Mt. Meigs, Alabama 36057  
Telephone: 334-215-3856  
Fax: 334-215-3857

## Records Request Form

Complete and mail to: Dr. Tracy Smitherman, PO Box 66, Mt. Meigs, AL 36057

I hereby authorize Alabama Department of Youth School District (DYS) to release all educational, medical, social and/or psychological information that has been made a part of the school records regarding the student listed below. I further release DYS from all liability and claims pertaining to disclosure of the information requested.

**STUDENT'S LEGAL NAME (when registered in DYS):**

**Last Name**                      **First Name**                      **MI**                      **Date of Birth**

**Date graduated or withdrawn from DYS**                      **Contact Number**                      **Last 4 digits of SSN**

**Records Requested by:** \_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Original Signature)

Relationship to Student: \_\_\_ Self (if over 18) \_\_\_ Parent or legal guardian (documentation must provide guardianship)

*\*Please note: A photo ID is required for all records requests.*

Records Being Requested:

\_\_\_ All Records

\_\_\_ Official Transcript & Test Scores

\_\_\_ Only the specific records listed:

(ie: Unofficial Transcript, Birth Certificate, Immunization Records, Trade certificate, etc.)

***Records should be:***

\_\_\_ Held for pick up in DYS Central Office at 1000 Industrial School Road, Mt. Meigs, AL 36057

(\*A photo ID must be presented to pick up student records)

Sent by US Mail\* to: \_\_\_\_\_ (\*Photo ID attached to this request)