

## Request for Official Grade Records

Georgia Virtual School  
Georgia Department of Education  
205 Jesse Hill Jr. Drive  
1952 Twin Towers East  
Atlanta, Georgia 30334  
404-657-0574 phone  
770-408-3688 fax



A parent/guardian signature is required prior to our release of this information. Please email completed forms to [graderequests@gavirtualschool.org](mailto:graderequests@gavirtualschool.org). Note: Incomplete forms will not be processed.

Student name (please print) \_\_\_\_\_

Parent/Guardian name (please print) \_\_\_\_\_

Parent email: \_\_\_\_\_

Student date of birth \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_

Home mailing address \_\_\_\_\_

Please check one:  Release grades now  Release grades at end of current semester

I give permission to Georgia Virtual School to release \_\_\_\_\_ total grade records.

Public and private schools retrieve all final grades from the GaVS system. Grade requests should not be made for students who are enrolled in a Georgia public or private school as the local school will retrieve those grades from GaVS. Contact the local school if grades are not on the official transcript.

Official grade records are mailed in a specially-sealed envelope. Any tampering with the seal invalidates the document. Provide recipient's email address if a password protected grade report can be emailed. Please send official grade records to the following school(s) or agencies:

1. Name of School, College, or Agency \_\_\_\_\_

Physical Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To the attention of: \_\_\_\_\_ Sent on (date) \_\_\_\_\_

Recipient's Email Address: \_\_\_\_\_

2. Name of School, College, or Agency \_\_\_\_\_

Physical Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To the attention of: \_\_\_\_\_ Sent on (date) \_\_\_\_\_

Recipient's Email Address: \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note: Due to high volume requests, processing of this document will take 3-5 business days from the date of receipt. Official grade requests are only sent to schools and educational institutions.**