

See reverse side for verification and dissemination procedures

Verification Process:

The above information was verified by:

Telephone with _____ on _____
Name of Person Date

By _____
Signature of School Employee

Written verification – letter and/or certified copy of school discipline records received

_____ verified by: _____
Date Signature of School Employee

Dissemination Process:

The original document will be on file at the Office of the Superintendent. Additional copies will be on file at the Office of the appropriate building principal and copy shall be made available to the parent/legal guardian.

This signed statement shall be maintained as part of the student's disciplinary record, as requested by Act 26 of 1995, a certified copy of the student's disciplinary records shall be requested and obtained from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent record and shall be available for inspection as required by law.

Any willful false statement made under this section shall be a misdemeanor of the third degree.