

**School District of Hillsborough County
Juvenile Justice Transition Department**

**405 E. Palm Avenue
Tampa, FL 33602
813-228-0805
813-228-0828 Fax**

Request For Educational Exit Packet

To: _____	School Name
_____	County
_____	Contact Person
_____	Phone
_____	Fax

Attention: Records Department

_____ (Student) _____ (DOB)
is returning to Hillsborough County from a juvenile justice program in your county. It is imperative that we process all grades and ESE information in our system to ensure proper placement at his/her area school. Please fax the following documents at your earliest convenience.

- _____ **Educational Exit Plan (Including Current Assessment Scores)**
- _____ **Cumulative Transcript**
- _____ **Current Individual Education Plan (IEP)**
- _____ **Grades In Progress (Withdrawal Form)**

Thank you for helping Hillsborough County obtain these important school records in a timely manner.

1st Request By: _____
On: _____
2nd Request By: _____
On: _____

Chrissy Dorion / Transition Specialist for DJJ Students