



Kenosha Unified School District

NOTICE OF WRITTEN REQUEST FOR RELEASE OF STUDENT RECORDS

REQUESTING SCHOOL: _____

TRANSFERRING SCHOOL: _____

Date: _____

Phone: _____

Fax: _____

This is written notice to inform you that the below named student is now a legal resident of Kenosha and is currently enrolled in Kenosha Unified School District. In order to facilitate the most appropriate educational program for this student, we must have your pupil records sent to us within the next **FIVE DAYS**.

The Family Rights and Privacy Act, Buckley Amendment, Section 99.3, Paragraph (b), states that schools where students enroll do not need to have consent forms signed for transfer of records. Any information released to us will be held in strict confidence. Your assistance is very much appreciated.

Student Name: _____ Grade: _____ Date of Birth: _____

Parent/Guardian Name: _____

Please Fax Please Include Following Records

- | | |
|--|--|
| <input type="checkbox"/> Current progress grades | <input type="checkbox"/> Last report card |
| <input type="checkbox"/> Transcripts with credits | <input type="checkbox"/> Most recent IEP Evaluations |
| <input type="checkbox"/> ACCESS language placement results | <input type="checkbox"/> 504 plans |
| | <input type="checkbox"/> Special Education records |
| | <input type="checkbox"/> Attendance records |
| | <input type="checkbox"/> Health, Medical, and Immunization records |
| | <input type="checkbox"/> Health care plans |
| | <input type="checkbox"/> Behavior records |
| | <input type="checkbox"/> Standardized test results |