



# 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**

- Current progress grades
- Transcripts with credits
- IEP/M – Team Evaluations

**Please Include Following Records**

- Last report card
- Attendance records
- Health, Medical, and Immunization records
- Health care plans
- Behavior records
- Standardized test results
- ACCESS language placement results
- Special Education records
- 504 plans