



Colorado Springs School District 11 Request for Student Records

Date _____

TO: School Name: _____

Mailing Address: _____

City/State/Zip: _____

The following student has enrolled in Colorado Springs School District 11. Please mail the records indicated as soon as possible to the address below.

Student Information:

Legal Name _____ Date of Birth _____

Current Grade Level _____ Last date of attendance (approximate) _____

The following records are hereby requested:

- | | |
|--|--|
| <input type="checkbox"/> Transcripts or report cards
<input type="checkbox"/> Test data / standardized test scores
<input type="checkbox"/> English Language (ELL) test score (if applicable)
<input type="checkbox"/> List of courses and grades at time of withdrawal
<input type="checkbox"/> Attendance records
<input type="checkbox"/> Individual Literacy Plan (if applicable)
<input type="checkbox"/> IEP (Individual Education Plan) if applicable
<input type="checkbox"/> 504 Plan (if applicable)
<input type="checkbox"/> Advanced Learning Plan and GT data, if applicable
<input type="checkbox"/> Rtl Plan and data, if applicable | <input type="checkbox"/> Discipline records
<input type="checkbox"/> Immunization records
<input type="checkbox"/> Health / medical records
<input type="checkbox"/> Sports physical documentation
<input type="checkbox"/> Speech/hearing testing, if applicable
<input type="checkbox"/> Psychological records
<input type="checkbox"/> Sociological records
<input type="checkbox"/> Copy of birth certificate
<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____ |
|--|--|

Signature of Requesting School Representative:

Signature	Title	Date
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PLEASE MAIL TO:

Receiving School / District
 Street Address
 Telephone
 Fax

Jenkins Middle School
6410 Austin Bluffs Parkway; Colorado Springs, CO 80923
719-328-5311
719-266-5276

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.