REQUEST FOR STUDENT RECORDS

Dierks Elementary School
108 W. 5th Street
Broken Bow, OK 74728
Phone: 580-584-2765     Fax: 580-584-5640

DATE: ____________________

Student’s Name:__________________________________________ D.O.B: ____________________

This student is enrolling in the ________ grade.

Please send the following records on the above named student:

• Withdrawal Grades (numerical if possible)
• Transcript of Grades
• Cumulative Records
• Immunization Records
• Discipline and Attendance Records
• ELL/ESL Records
• State Test Scores
• Confidential Files (Individual Education Plan (IEP), Special Needs Student records)

Comments: __________________________________________________________________________

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Last school attended: School name__________________________________________________________

Address: ________________________________________________________________________________

City & State: ___________________________________________ Zip Code: __________

School Phone Number: ___________________ School Fax: ___________________