



PO Box 108 · Glennallen, AK 99588

·Glennallen ·Kenny Lake ·Slana ·Upstream Learning·

## Request for Student Records

Name of Student (first/middle/last)\_\_\_\_\_

Date of Birth (mo/day/yr)\_\_\_\_\_

Last attended: School Name\_\_\_\_\_ District\_\_\_\_\_ Grade\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_

To: Administrator of the \_\_\_\_\_ School District:

In accordance with Copper River School District policies, I hereby request the following information related to the above-named student:

- ☐ Information about whether the student has been referred for special education, but has not yet been evaluated.
- ☐ Information about the student's special education program, including a copy of the student's individualized education program (IEP).
- ☐ Information about any pending disciplinary proceeding that could lead to expulsion, including a written explanation of the reason(s) for pending disciplinary proceeding.
- ☐ A copy of any expulsion order involving the public for the previous school year, including a written explanation of the reason(s) for the expulsion and the length of term of the expulsion.
- ☐ Complete transcript with grades to date
- ☐ Test scores
- ☐ Health card

Copper River School District - School Site:

GLENNALLEN SCHOOL

Name and Title of School Official

Telephone Area/No.

Signature of School Official

Date Signed

Comments:

Please send information to:

**Glennallen School**  
P.O. Box 108  
Glennallen, AK 99588

GES Phone: 907-822-3232  
GHS Phone: 907-822-5286  
fax: 907-822-8500