

Request for Information

Date: _____

To Whom It May Concern:

_____ enrolled in our school on the following date: _____.

In order to provide an optimum teaching and learning situation, we would appreciate you forwarding to this school, as soon as possible, the following records on this student so we will be able to place him/her in the appropriate subjects/area placement. A prompt response will be appreciated.

____ Test Scores (WIDA, EOC, PASS, SCREADY, and any aptitude or ability test)

____ ESOL Program Records (Home Language Survey)

____ Health Records

____ Language Proficiency Assessment Results

____ Immunization Records

____ Achievement (Standardized) Test Scores (Out of State Students)

____ Report Card/Interim/Promotion Status

____ Discipline Records

____ Withdrawal Grades

____ Attendance

____ Birth Certificate

____ Transcript

____ Copy of Home Language Survey

____ School Intervention Plan

____ MAP (Measures of Academic Progress) Scores

I, the undersigned, hereby authorize the release of all school records of my son/daughter from

_____ to _____.

Parent/Guardian

Date