



## STUDENT RECORD TRANSFER REQUEST

Unified School District 460 \* 150 N. Ridge Road \* Hesston, KS 67062 \* 620-327-4931

Regarding: \_\_\_\_\_  
Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

To: \_\_\_\_\_  
Name of Last School Attended \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

It is requested that **all** records of the above-named student be forward to the public school listed below, in which the student has enrolled, or intends to enroll. These records should include:

- Academic records (including standardized test scores)
- State assessment scores
- Transcript
- Health records (including immunization records)
- Attendance records
- Special Education records (staffing reports & IEP)
- English Language Learner records (including KELPA-P, KELPA, LAS scores)
- Other information helpful for educational placement

▪ **For Kansas Schools: Please include the following:**

o Student's KSDE KIDS Identification Number \_\_\_\_\_

o Most recent Kansas state entry date \_\_\_\_\_

Please forward the records to: **Hesston Middle School Registrar**  
PO Box 2000  
100 N. Ridge Road  
Hesston, KS 67062

Phone: (620)327-7111 \*\*\* Fax: (620)327-7115

**\*\*Scanned records can be sent to [tracy.graber@usd460.org](mailto:tracy.graber@usd460.org)**

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_