

# Plainfield High School

Little Quakers Academy • Brentwood Elementary • Central Elementary • Clarks Creek Elementary • Van Buren Elementary • Plainfield Community Middle School • Plainfield High School

1 Red Pride Drive • Plainfield, IN 46168 • P 317-839-7711 • F 317-838-3671 • [www.plainfield.k12.in.us/phs](http://www.plainfield.k12.in.us/phs) • Twitter@PHSQuakers

## REQUEST FOR STUDENT RECORDS

### ATTENTION: Guidance Office/Registrar/Student Records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Previous School

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

The above student has enrolled in our school. Please mail, email ([adorsett@plainfield.k12.in.us](mailto:adorsett@plainfield.k12.in.us)), or fax (317-838-3685) the following student records:

_____ Birth Certificate	_____ Grades/Transcripts	_____ Test Scores
_____ Health Records	_____ Withdraw grades	_____ ISTEP+/IREAD3 Scores
_____ Custody	_____ Attendance	_____ ECA Scores
_____ IEP/Psych	_____ Discipline	_____ Home Language Survey

**NOTE:** Please send student's Cumulative Academic Record.

If a student has any *special education information* (IEP), please FAX TO THE SCHOOL IMMEDIATELY for correct placement of the child.

Thank you for your prompt attention.

<b>Mrs. KaNeasha Koebecke</b>	<b>Director of Guidance</b>
<b>Mr. Adam Fritz</b>	<b>Counselor</b>
<b>Mr. John Newbold</b>	<b>Counselor</b>
<b>Mrs. Jaleen Royer</b>	<b>Counselor</b>
<b>Mrs. Justine Thompson</b>	<b>Student Assistance Counselor</b>
<b>Mrs. Anita Dorsett</b>	<b>Secretary</b>

I hereby give permission for student record information of the above named student to be released to Plainfield Community School Corporation.

\_\_\_\_\_  
Parent/Guardian Printed

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date