

# USD 347 - Request for School Records

## Kinsley-Offerle Elementary

Student's full name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

School Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sent for Records on: \_\_\_\_\_ (Mailed \_\_\_\_\_ Faxed \_\_\_\_\_)

USD 347 Employee Requesting Records: \_\_\_\_\_

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

Please include the following information as applicable:

- Transcript Records
- Health Records
- Test Scores (including all State Assessment Scores)
- SIT or Student Improvement Team Records
- Special Education Information

**Please forward the information to:**

Kinsley-Offerle Elementary School

325 S. Elm

Offerle, KS 67563

Phone: 620-659-2866 Fax: 620-659-3468