

Sheri L Kinnan

From: Sheri L Kinnan
Sent: Tuesday, July 21, 2015 8:17 AM
To: HighlandS@kfalls.k12.or.us
Subject: RR Trey Lopez
Attachments: RR TLopez 001.jpg

REQUEST FOR RECORDS

July 21, 2015

Date of This Letter

Klamath Union HS

Former School/Agency

Address

City/State/Zip

The following student(s) have enrolled in our school district:

TracyShawon Lopez

Student's Name

7/28/00

Date of Birth

In accordance with ORS 326.565 and 326.575, please forward the following student education records to the requesting school:

Permanent Record

Formal Test Results

Transcripts

Last two (2) Special Education Statements of Eligibility

TAG Records

IEP – Please include a copy of IEP, Eligibility Statement and

Health Records

Certificate of Immunization/TB Certificate

CIM Portfolio

Last Individual Educational Plan

Discipline Records

Information about serious behavior resulting in suspension and/or expulsion

Report Card

Other:

- A. Within ten (10) days of a student seeking enrollment in or services from a public or private school including an ES or when a student is placed in a state institution or a private agency or youth care center, the new educational agency shall notify the public or private school, education service district, institution, agency, or youth care center in which the student was formerly enrolled and shall request the student's education records.
- B. Subject to ORS 339.260, the former educational agency shall transfer all student education records relating to the particular student to the new educational agency no later than ten (10) days after receipt of the request.

Questions regarding this request may be directed to the records clerk at our school.

Sincerely,

Steve Moore

Principal

Distribution:

White Copy – Former School

Yellow Copy – Office File

Pink Copy - Parent

Rev: 5/2