

Procedure for Policy 420 (6 - Form): Authorization For Exchange Of Information

RECORDS REQUEST

Student: _____
(Last Name) (First Name)

Date of Birth: _____ Grade: _____

In accordance with state statute 118.125, pupil records may be transferred from one school to another.

I hereby authorize the school listed to forward **all pupil records** concerning the above named student to the Oak Creek-Franklin Joint School District. Records Requested include: Education records, Directory information, Progress records, Behavioral records, etc.

PREVIOUS SCHOOL: _____

CITY, STATE, ZIP: _____ CONTACT NAME: _____

PHONE: _____ FAX: _____

SIGNATURE: _____ DATE: _____
 Parent Legal Guardian Foster Parent School Agent

For office use only

Send cumulative file records to the requesting school indicated below:

Date: _____ Sent by: _____ Notes: _____ _____	<input type="checkbox"/> OCHS –HS Main (Grades 10-12) 340 E Puetz Rd Oak Creek, WI 53154 Ph: 414-768-6210 Fax: 414-768-6128	<input type="checkbox"/> OCHS -NGC (9th Grade Only) 340 E Puetz Rd Oak Creek, WI 53154 Ph: 414-570-3843 Fax: 414-762-5216
<input type="checkbox"/> East Middle School 9330 S Shepard Ave Oak Creek, WI 53154 Ph: 414-768-6260 Fax: 414-768-6207	<input type="checkbox"/> West Middle School 8401 S 13 St Oak Creek, WI 53154 Ph: 414-768-6250 Fax: 414-768-6296	<input type="checkbox"/> Carrollton Elementary 8965 S. Carrollton Drive Oak Creek, WI 53154 Ph: 414-768-6290 Fax: 414-768-6286
<input type="checkbox"/> Cedar Hills Elementary 2225 W Sycamore Ave Oak Creek, WI 53154 Ph: 414-761-3020 Fax: 414-761-6301	<input type="checkbox"/> Deerfield Elementary 3871 E Bluestem Dr Oak Creek, WI 53154 Ph: 414-768-6220 Fax: 414-768-6221	<input type="checkbox"/> Edgewood Elementary 8545 S Shepard Avenue Oak Creek, WI 53154 Ph: 414-768-6280 Fax: 414-768-6287
<input type="checkbox"/> Forest Ridge Elementary 2200 W. Drexel Avenue Oak Creek, WI 53154 Ph: 414-574-4050 Fax: 414-761-1025	<input type="checkbox"/> Meadowview Elementary 10420 S McGraw Dr Oak Creek, WI 53154 Ph: 414-768-6240 Fax: 414-768-6288	<input type="checkbox"/> Shepard Hills Elementary 9701 S Shepard Hills Dr Oak Creek, WI 53154 Ph: 414-768-6270 Fax: 414-768-6289

If applicable, send Special Ed only Records to:
 OCFSD - Spec Ed Records
 7630 S. 10th Street Ph: 414-768-6164
 Oak Creek, WI 53154 Fax: 414-768-6172

***Please include** referral, consent to evaluate, Initial Evaluation with Consent to Place, and most recent Evaluation and most recent IEP.