

RECORDS REQUEST

Student Name: _____

Birthdate: _____ **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 student 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.

Previous School: _____

City, State, ZIP: _____

Phone: _____ **Fax or Email:** _____

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 office.ochs@ocfsd.org Ph: 414-768-6210 Fax: 414-570-3843 | <input type="checkbox"/> OCHS -NGC (9th Grade Only) 340 E Puetz Rd Oak Creek, WI 53154 office.ngc@ocfsd.org Ph: 414-570-3843 Fax: 414-755-7624 |
| <input type="checkbox"/> East Middle School 9330 S Shepard Ave Oak Creek, WI 53154 office.eastmiddle@ocfsd.org 414-768-6260 Fax: 414-918-8084 | <input type="checkbox"/> West Middle School 8401 S 13 St Oak Creek, WI 53154 office.westmiddle@ocfsd.org 414-768-62504 Fax: 414-918-8091 | <input type="checkbox"/> Carollton Elementary 8965 S. Carollton Drive Oak Creek, WI 53154 office.carollton@ocfsd.org 414-768-6290 Fax: 414-908-9659 |
| <input type="checkbox"/> Cedar Hills Elementary 2225 W Sycamore Ave Oak Creek, WI 53154 office.cedarhills@ocfsd.org 414-761-3020 Fax: 414-435-3742 | <input type="checkbox"/> Deerfield Elementary 3871 E Bluestem Dr Oak Creek, WI 53154 office.deerfield@ocfsd.org 414-768-6220 Fax: 414-908-9654 | <input type="checkbox"/> Edgewood Elementary 8545 S Shepard Avenue Oak Creek, WI 53154 office.edgewood@ocfsd.org 414-768-6280 Fax: 414-918-8062 |
| <input type="checkbox"/> Forest Ridge Elementary 2200 W. Drexel Avenue Oak Creek, WI 53154 office.forestridge@ocfsd.org 414-574-4050 Fax: 414-918-8058 | <input type="checkbox"/> Meadowview Elementary 10420 S McGraw Dr Oak Creek, WI 53154 office.meadowview@ocfsd.org 414-768-6240 Fax: 414-918-8083 | <input type="checkbox"/> Shepard Hills Elementary 9701 S Shepard Hills Dr Oak Creek, WI 53154 office.shepardhills@ocfsd.org 414-768-6270 Fax: 414-918-8052 |

If applicable, send Special Ed only records to:

OCFSD - Spec Ed Records
 7630 S. 10th Street 414-768-6164
 Oak Creek, WI 53154 Fax: 414-768-6172
 studentservices@ocfsd.org

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