

WAUKEE COMMUNITY SCHOOL DISTRICT

**RELEASE OF INFORMATION FORM
AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS**

- Brookview Elementary** – 8000 E.P. True Parkway, West Des Moines, IA 50266
- Eason Elementary** – 605 SE Boone Drive, Waukee, IA 50263
- Grant Ragan Elementary** - 645 NE Dartmoor Drive, Waukee, IA 50263
- Maple Grove Elementary** – 1455 98th Street, West Des Moines, IA 50266
- Shuler Elementary** – 16400 Douglas Parkway, Clive, IA 50325
- Vince Meyer Learning Center** – 430 Ashworth Drive , Waukee, IA 50263
- Walnut Hills Elementary** – 4240 NW 156th Street, Urbandale, IA 50323
- Waukee Elementary** – 850 6th Street, Waukee, IA 50263
- Woodland Hills Elementary** – 1120 S 95th Street, West Des Moines, IA 50266

Phone: _____ Fax: _____

To Whom It May Concern:

We have enrolled the following students who formerly attend your school:

Student	Birthdate	Grade	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous School

Address

City

State

Zip Code

Let this be written permission for all school records of our children to be released and sent directly to the school indicated above:

_____ Date

_____ Parent Signature

We would appreciate receiving the cumulative records of grades, test results, health records, and other pertinent information concerning these students. If any of the above students received assistance, special education services, or have a 504 plan, please include this information as well. This will help us in determining placement in our school.

Thanks in advance for your prompt attention to this matter

Respectfully,

_____, Principal