



REQUEST TO RELEASE RECORDS

Office Use
 School: _____
 Student ID # _____

Today's Date: _____

Name of School District transferring from: _____

Name of School: _____

Address: _____
Street Address & Apt. # City State Zip

Phone Number: _____ FAX Number: _____

RE: _____ / _____ / _____
Student's Name (Last, First, MI) Date of Birth

Student Start Date: _____

TO WHOM IT MAY CONCERN:

In compliance with the Final Regulations – Family Educational Rights and Privacy Act, dated June 17, 1976, which states that it is no longer necessary to obtain written consent to release records between schools or school systems, we are requesting the following information:

- Transcript Information about any pending disciplinary proceeding that could lead to expulsion, including a written explanation of the reason(s) for the pending disciplinary proceeding and possible outcomes of the disciplinary proceeding. Including a written explanation of the reason(s) for the pending disciplinary proceeding and possible outcomes of the disciplinary proceeding.
- Withdrawal Grades A copy of any expulsion order involving the pupil for the current school year or the preceding two school years, including a written explanation of the reason(s) for the expulsion and the length of the term of expulsion.
- Psychologicals Test Results Immunization Record

Please Send Records to:

| | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ○ | Student Services Depart for all Special Ed Needs 2706 Lineville Rd, Green Bay, WI 54313 (920) 662-7881 FAX (920) 662-7900 Maggie Jolly – maggjoll@hssdschools.org | ○ | Howard & Suamico 4K Community Collaborative – 4K 2706 Lineville Rd, Green Bay, WI 54313 (920) 662-7941 FAX (920) 662-9777 Jenny Trudell, 4K Director - jenntrud@hssdschools.org |
| ○ | Meadowbrook Elementary School Grades K-4 720 Hillcrest Hts, Green Bay, WI 54313 (920) 662-5000 FAX (920) 662-5050 Melissa Martinson - melimart1@hssdschools.org | ○ | Suamico Elementary School - Grades K-4 2153 School Ln, Green Bay, WI 54313 (920) 662-9800 FAX (920) 662-9888 Cindy Schouten - cyntscho@hssdschools.org |
| ○ | Bay Harbor Elementary School - Grades K-4 1590 Harbor Lights Road, Suamico, WI 54173 (920) 662-8800 FAX (920) 662-8899 Sally Scheffen - sallsche@hssdschools.org | ○ | Forest Glen Elementary School - Grades K-4 1935 Cardinal Ln, Green Bay, WI 54313 (920) 662-7958 FAX (920) 662-7957 Jennifer Brantner – jennbran@hssdschools.org |
| ○ | Howard Elementary School - Grades K-4 631 Idlewild Ct, Green Bay, WI 54303 (920) 662-9700 FAX (920) 662-9750 Dianne Borkovec - dianbork@hssdschools.org | ○ | Lineville Intermediate School - Grades 5-6 2700 Lineville Rd, Green Bay, WI 54313 (920) 662-7871 FAX (920) 662-7822 Cathy Novak - cathnova@hssdschools.org |
| ○ | Bay View Middle School - Grades 7-8 1217 Cardinal Ln, Green Bay, WI 54313 (920) 662-8196 FAX (920) 662-7979 Lori Smith - lorismit@hssdschools.org | ○ | Bay Port High School Grades 9-12 2710 Lineville Rd, Green Bay, WI 54313 (920) 662-7252 FAX (920) 662-7292 Teresa Martin - teremart@hssdschools.org |