



SCHOOL DISTRICT OF JANESVILLE
527 S FRANKLIN ST
JANESVILLE, WI 53548

REQUEST TO RELEASE RECORDS

Last School Attended: _____ Last Day Attended _____

City/State: _____

Telephone: _____ Fax: _____

Student: _____ Grade: _____ D.O.B. _____

Student: _____ Grade: _____ D.O.B. _____

Student: _____ Grade: _____ D.O.B. _____

Authorization for Release of Records: _____

(Person/Parent/Guardian Signature)

REQUIRED Immediately: Please Fax or Email Current IEP and Most Recent Evaluation to:
The Special Education Department: specialrecords@janesville.k12.wi.us or FAX 608-743-5095

Please mail Special Education Records to:
School District of Janesville,
Attn: Special Education Dept.
527 S Franklin St.
Janesville, WI 53548
608-743-5061

Please send/fax requested records marked below to the school checked:

Edison Middle
1649 S Chatham St
Janesville, WI
53546-5821
608-743-5900
FAX 608-743- 5910

Franklin Middle
450 N Crosby Ave
Janesville, WI
53548-3340
608-743-6000
FAX 608-743- 6010

Marshall Middle
25 S Pontiac Dr
Janesville, WI
53545-2277
608-743-6200
FAX 608-743- 6210

ARISE Virtual
450 N Crosby
Janesville, WI
53548-3340
608-743-6110
FAX 608-741-7307

Please Send Attention to: _____ Date: _____

Per 118.125(4), Wis. Stats. Regarding Transfer of Records:

When a board receives a transfer pupil and the board does not receive the pupil's records from the sending board, the board shall request in writing the pupil's records from the sending board. The sending board shall transfer the pupil's records to the receiving board **within 5 working days of receipt of the written notice.**