



# SCHOOL DISTRICT OF JANESVILLE

527 S FRANKLIN ST  
JANESVILLE, WI 53548-4779

## 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](mailto: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 mail all student's records to the school checked below:

**Craig High**  
401 S Randall Ave  
Janesville, WI  
53545-4398  
608-743-5200  
FAX 608-743-5218

**Parker High**  
3125 Mineral Point Ave  
Janesville, WI  
53548-3240  
608-743-5600  
FAX 608-743-5589

**Rock River Charter**  
31 W Milwaukee St  
Janesville, WI 53548  
53546-2911  
608-743-8273  
FAX 608-743-8430

**TAGOS Academy**  
1350 N Parker Dr  
Janesville, WI  
53545-0724  
608-290-0468

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

**Rock University High**  
6004 S. Cty Rd G  
Janesville, WI  
53548-4779  
608-743-7426  
FAX 608-743-5110

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.**