



# 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. \_\_\_\_\_

Parent Authorization for Release of Records: \_\_\_\_\_

(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 Cumulative students' records to the school checked below:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Adams Elementary<br>1138 E Memorial Dr<br>608-743-6306<br>FAX 608-743-6310   | <input type="checkbox"/> Harrison Elementary<br>760 Princeton Rd<br>608-743-6406<br>FAX 608-743-6437 | <input type="checkbox"/> Jackson Elementary<br>441 W Burbank Ave<br>608-743-6506<br>FAX 608-743-6510 | <input type="checkbox"/> Jefferson Elementary<br>1831 Mt Zion Ave<br>608-743-6606<br>FAX 608-743-6610 |
| <input type="checkbox"/> Kennedy Elementary<br>3901 Randolph Rd<br>608-743-7506<br>FAX 608-743-7560   | <input type="checkbox"/> Lincoln Elementary<br>1821 Conde St<br>608-743-6706<br>FAX 608-743-6710     | <input type="checkbox"/> Madison Elementary<br>331 N Grant Ave<br>608-743-6806<br>FAX 608-743-6810   | <input type="checkbox"/> Monroe Elementary<br>55 S Pontiac Dr<br>608-743-6906<br>FAX 608-743-6937     |
| <input type="checkbox"/> Roosevelt Elementary<br>316 S Ringold St<br>608-743-7006<br>FAX 608-743-7010 | <input type="checkbox"/> Van Buren Elementary<br>1515 Lapham St<br>608-743-7106<br>FAX 608-743-7110  | <input type="checkbox"/> Washington Elementary<br>811 N Pine St<br>608-743-7206<br>FAX 608-743-7210  | <input type="checkbox"/> Wilson Elementary<br>465 Rockport Rd<br>608-743-7306<br>FAX 608-743-7310     |

Please send Attention to:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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.**