

Endeavour Elementary School

REQUEST FOR TRANSFER OF PERMANENT SCHOOL RECORDS

Date: _____

To: _____

Fax# _____

Student

Grade

Date of Birth

The above student(s) have registered at Endeavour Elementary School and informed us that your school is the last school he/she attended. Please forward the following:

- Cumulative Student File
- Immunization Records
- Birth Certificate
- Report Cards
- Discipline and Attendance Records

WE ARE ALSO REQUESTING THE FOLLOWING RECORDS:

- SPECIAL EDUCATION RECORDS (IEP AND 504 PLANS)**
- STUDENT RELATED SERVICES INFORMATION (SPEECH, PT, OT)**
- ALTERNATIVE LANGUAGE RECORDS (ESL SERVICES)**

PLEASE FORWARD THIS REQUEST TO THE APPROPRIATE DEPARTMENTS

Please forward records to:

Endeavour Elementary
1870 South 25 West
Kaysville Ut, 84037

Guardian Signature

Principal-Vanessa Mori

Assistant Principal-Cindy Nottingham