



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. _____

Parent 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: specialedrecords@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:

[] 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

[] TAGOS Academy
3125 Mineral Point Ave
Janesville, WI 53548-3240
608-743-5600
FAX 608-743-5589

Please send Attention To: Name: _____ 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.