



**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: [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 1138 E Memorial Dr 608-743-6306 FAX 608-743-6310	<input type="checkbox"/> Harrison Elementary 760 Princeton Rd 608-743-6406 FAX 608-743-6437	<input type="checkbox"/> Jackson Elementary 441 W Burbank Ave 608-743-6506 FAX 608-743-6510	<input type="checkbox"/> Jefferson Elementary 1831 Mt Zion Ave 608-743-6606 FAX 608-743-6610
<input type="checkbox"/> Kennedy Elementary 3901 Randolph Rd 608-743-7506 FAX 608-743-7560	<input type="checkbox"/> Lincoln Elementary 1821 Conde St 608-743-6706 FAX 608-743-6710	<input type="checkbox"/> Madison Elementary 331 N Grant Ave 608-743-6806 FAX 608-743-6810	<input type="checkbox"/> Monroe Elementary 55 S Pontiac Dr 608-743-6906 FAX 608-743-6937
<input type="checkbox"/> Roosevelt Elementary 316 S Ringold St 608-743-7006 FAX 608-743-7010	<input type="checkbox"/> Van Buren Elementary 1515 Lapham St 608-743-7106 FAX 608-743-7110	<input type="checkbox"/> Washington Elementary 811 N Pine St 608-743-7206 FAX 608-743-7210	<input type="checkbox"/> Wilson Elementary 465 Rockport Rd 608-743-7306 FAX 608-743-7310
Please send Attention To:  Name: _____ Date: _____			<input type="checkbox"/> ARISE Virtual Academy 1450 N Crosby Ave 608-743-6110 FAX 608-741-7307

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.**