



Tigard – Tualatin School District 23J



Hazelbrook Middle School  
11300 SW Hazelbrook Road  
Tualatin, OR 97062  
Phone: 503-431-5120 FAX: 503-431-5090

**Notice of Enrollment  
Request for Transfer of Records**

DATE: \_\_\_\_\_

**FORMER SCHOOL INFORMATION**

School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
State, City, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Date of Enrollment: \_\_\_\_\_  
Parent Name: \_\_\_\_\_  
Please Print

Parent Signature Authorizing Records Transfer: \_\_\_\_\_

**SUBMISSION DETAILS** *This student has enrolled in our school. Please transfer all education records to:*

**MAIL**  
Hazelbrook Middle School  
11300 SW Hazelbrook Rd  
Tualatin, OR 97062

**EMAIL**  
[aleonardo@ttsd.k12.or.us](mailto:aleonardo@ttsd.k12.or.us)  
Anne Leonardo, Registrar

**FAX**  
503-431-5090

**QUESTIONS?**  
503-431-5120

NOTICE TO PARENT: 1. Your child's previous Oregon School is required to transfer all education records to Tigard-Tualatin School District. Should your child in the future be withdrawn and enrolled in another school, his or her records will be forwarded to the new school district. 2. You have the right to review and inspect your child's records and to request they be amended if you believe they are inaccurate or misleading. For complete information of your rights regarding your child's records, please refer to the Student Rights and Responsibility Handbook. Rev. 11/5/15