

# Pendleton Elementary School

Primary Building  
327 S. East. St.  
Pendleton, IN 46064  
Phone: 765-778-2117

Intermediate Building  
301 S. East St.  
Pendleton, IN 46064  
Fax: 765-778-1712

Eric Schill, Principal

Melissa Hagerman, Assistant Principal

Connie Rickert, Assistant Principal

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## Request For Records

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

School Fax: \_\_\_\_\_

The following student has enrolled at Pendleton Elementary School. Please send the following records:

1. Grades earned and attendance records prior to withdrawal
2. Standardized test scores
3. Birth Certificate, Immunizations, and health records
4. Original home language survey, racial and ethnic paper
5. Transcripts for other schools attended
6. Summer school grades if applicable
7. Special records (i.e.-gifted programs, special education, IEP, ILP, WIDA, etc)
8. Guardianship papers or DCS placement

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Thank you for your assistance in this matter.

Please send to: Pendleton Elementary School

Primary Building  
Preschool-3rd grade  
Jill Allred  
jallred@smcsc.com  
765-778-1712 fax

Intermediate Building  
4th-6th grade  
Kaitlyn Veach  
kveach@smcsc.com  
765-778-5499 fax