



SCHOOL DISTRICT OF JANESVILLE  
 527 S FRANKLIN ST  
 JANESVILLE, WI 53548

\_\_\_\_\_  
 School Year

## REQUEST TO RELEASE RECORDS

Current or Last School Attended: \_\_\_\_\_ Last Day Attended \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Last Grade Attended: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Last Grade Attended: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Last Grade Attended: \_\_\_\_\_

### OFFICE USE ONLY:

**REQUIRED Immediately: Please Fax or Email Current IEP and Most Recent Evaluation to:**

The Special Education Department: [specialedrecords@janesville.k12.wi.us](mailto: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:**

<input type="checkbox"/> <b>Craig High</b> 401 S Randall Ave Janesville, WI 53545-4398 608-743-5200 FAX 608-743-5218 <b><i>mseverin@janesville.k12.wi.us</i></b>	<input type="checkbox"/> <b>Parker High</b> 3125 Mineral Point Ave Janesville, WI 53548-3240 608-743-5600 FAX 608-743-5589 <b><i>mphelps@janesville.k12.wi.us</i></b>	<b><i>Please send Immediately via email:</i></b> <input type="checkbox"/> Transcripts <input type="checkbox"/> Withdrawal Grades <input type="checkbox"/> Schedule
<input type="checkbox"/> <b>Rock River Charter</b> 31 W Milwaukee St Janesville, WI 53546-2911 608-743-8273 FAX 608-743-8430 <b><i>Heather.dyer@janesville.k12.wi.us</i></b>	<input type="checkbox"/> <b>ARISE Virtual Academy</b> 450 N Crosby Ave Janesville, WI 53548-3340 608-743-6110 FAX 608-741-7307 <b><i>mallery.blabaum@janesville.k12.wi.us</i></b>	<input type="checkbox"/> <b>Rock University High</b> 6004 S. Cty Rd G Janesville, WI 53548-4779 608-743-7426 FAX 608-743-5110 <b><i>smyszewski@janesville.k12.wi.us</i></b>

Please send Attention To: \_\_\_\_\_ 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.**