



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 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

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.**