



## REQUEST TO RELEASE RECORDS

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

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

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

Last Day Attended \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Enrolling Grade: \_\_\_\_\_ or Last Grade Attended: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Enrolling Grade: \_\_\_\_\_ or Last Grade Attended: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Enrolling Grade: \_\_\_\_\_ or Last Grade Attended: \_\_\_\_\_

**Special Education Records:**

**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 send all remaining Special Education Records at your earliest convenience.***

**OFFICE USE ONLY:**

***Please mail Cumulative students' records to the school checked below:***

|  |   |   |  |   |
|--|---|---|--|---|
| <input type="checkbox"/> <b>Adams Elementary</b><br>1138 E Memorial Dr<br>608-743-6306<br>FAX 608-743-6310   | <input type="checkbox"/> <b>Harrison Elementary</b><br>760 Princeton Rd<br>608-743-6406<br>FAX 608-743-6437 | <input type="checkbox"/> <b>Jackson Elementary</b><br>441 W Burbank Ave<br>608-743-6506<br>FAX 608-743-6510 | <input type="checkbox"/> <b>Jefferson Elementary</b><br>1831 Mt Zion Ave<br>608-743-6606<br>FAX 608-743-6610 |   |
| <input type="checkbox"/> <b>Kennedy Elementary</b><br>3901 Randolph Rd<br>608-743-7506<br>FAX 608-743-7560   | <input type="checkbox"/> <b>Lincoln Elementary</b><br>1821 Conde St<br>608-743-6706<br>FAX 608-743-6710     | <input type="checkbox"/> <b>Madison Elementary</b><br>331 N Grant Ave<br>608-743-6806<br>FAX 608-743-6810   | <input type="checkbox"/> <b>Monroe Elementary</b><br>55 S Pontiac Dr<br>608-743-6906<br>FAX 608-743-6937     |   |
| <input type="checkbox"/> <b>Roosevelt Elementary</b><br>316 S Ringold St<br>608-743-7006<br>FAX 608-743-7010 | <input type="checkbox"/> <b>Van Buren Elementary</b><br>1515 Lapham St<br>608-743-7106<br>FAX 608-743-7110  | <input type="checkbox"/> <b>Washington Elementary</b><br>811 N Pine St<br>608-743-7206<br>FAX 608-743-7210  | <input type="checkbox"/> <b>Wilson Elementary</b><br>465 Rockport Rd<br>608-743-7306<br>FAX 608-743-7310     | <input type="checkbox"/> <b>ARISE Virtual Academy</b><br>450 N Crosby Ave<br>608-743-6112<br>FAX 608-741-7307 |