



## 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:  
[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 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>Craig High</b> 401 S Randall Ave Janesville, WI 53545-4398 608-743-5200 FAX 608-743-5218  <a href="mailto:jessica.cates@janesville.k12.wi.us">jessica.cates@janesville.k12.wi.us</a>	<input type="checkbox"/> <b>Parker High</b> 3125 Mineral Point Ave Janesville, WI 53548-3240 608-743-5600 FAX 608-743-5589  <a href="mailto:mphelps@janesville.k12.wi.us">mphelps@janesville.k12.wi.us</a>	<p><b>Please send Immediately via email:</b></p> <p><input type="checkbox"/> Transcripts <input type="checkbox"/> Withdrawal Grades <input type="checkbox"/> Schedule</p> <p><b>Send Records Attention To:</b></p>
<input type="checkbox"/> <b>Rock River Charter</b> 31 W Milwaukee St Janesville, WI 53546-2911 608-743-8273 FAX 608-743-8430  <a href="mailto:heather.dyer@janesville.k12.wi.us">heather.dyer@janesville.k12.wi.us</a>	<input type="checkbox"/> <b>ARISE Virtual Academy</b> 450 N Crosby Ave Janesville, WI 53548-3340 608-743-6112 FAX 608-741-7307  <a href="mailto:tanya.schaaf@janesville.k12.wi.us">tanya.schaaf@janesville.k12.wi.us</a>	<input type="checkbox"/> <b>Rock University High</b> 6004 S. CTY Rd G Janesville, WI 53548-4779 608-743-7426 FAX 608-594-5592  <a href="mailto:smyszewski@janesville.k12.wi.us">smyszewski@janesville.k12.wi.us</a>