



DECORAH COMMUNITY SCHOOL DISTRICT

LEARNING • THRIVING • CREATING OUR LEGACY

Student Record Request

LEGAL NAME OF STUDENT:

First:		Middle:		Last:	
Date of Birth:		Current Grade:			
Parent name(s):		Parent Signature:			

Iowa Code 281-12.3 At the request of a receiving school or school district, a copy of the cumulative record shall be sent to officials of that school when a student transfers. A signature is not required but requested.

LAST SCHOOL ATTENDED:

Name of School:		Street Address:	
City, State, Zip		Phone number:	
Fax:		Email contact:	
Last Grade Attended:		Withdrawal date	

Please send the following information to the school:

- Grades/Transcript - include grades at time of withdrawal
- IEP & Special Education information
- 504 Accommodations
- ELL information
- Standardized test scores
- Gifted program records
- Health information (including immunizations)
- Attendance record
- Discipline Record
- Proof of age: certificate obtained by county where child was born, passport, birth certificate, etc.

Please send to:

	Decorah High School Grades 9-12 Brigit Storhoff, brigitt.storhoff@decorah.school	100 Claiborne Drive Decorah, IA 52101 (P) 563-382-3643 (F) 563-382-3107
	Decorah Middle School Grades 5-8 Paula McIntyre, paula.mcintyre@decorah.school	405 Winnebago Street Decorah, IA 52101 (P) 563-382-8427 (F) 563-387-4052
	Carrie Lee Elementary Grades 3-4 Jessica Riley, jessica.riley@decorah.school	210 Vernon Street Decorah, IA 52101 (P) 563-382-3771
	John Cline Elementary Grade TK-2 Chauncy Egglund, chauncy.egglund@decorah.school	101 Claiborne Drive Decorah, IA 52101 (P) 563-382-3125 (F) 563-387-4059
	West Side Early Childhood 3 and 4 yr. old preschool Chauncy Egglund, chauncy.egglund@decorah.school	301 Center Street Decorah, IA 52101 (P) 563-382-4451 (F) 563-387-4059