

Monroe Central School Corporation (IDOE 6820)
Department of Student Services
1878 N 1000 West
Parker City IN 47368

Phone (765) 468-7545
Fax (765) 468-8878

STUDENT TRANSCRIPT / SCHOOL RECORDS REQUEST

TO:

CITY:

FROM: **Kay Rinard - Registrar**

DATE:

The following student who previously attended your school has enrolled in Monroe Central Jr.-Sr. High School:

<u>Name</u>	<u>DOB</u>	<u>SS#</u>	<u>Present Grade</u>
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Please forward all pertinent data, including the following items, which may be helpful in the guidance and placement of this student:

- | | |
|---|---|
| 1. Biographical information | 6. Family background |
| 2. Immunization records | 7. Personality and interest scores |
| 3. Transcript | 8. Special Education records, including IEP |
| 4. Standardized test scores | 9. State ISTEP test number (STN) |
| 5. Individual psychological evaluations | 10. Other pertinent information |

Record of Suspension or Expulsion

Because at Monroe Central High School we honor the disciplinary actions that your school may have imposed on a student, it is crucial that you let us know if the student is currently under expulsion, suspension, or a probationary contract with your school. Please indicate any comments below, sign and date. Thank you for your cooperation in this matter

- STUDENT **IS NOT** CURRENTLY UNDER ANY DISCIPLINARY ACTION
- STUDENT **IS** CURRENTLY UNDER DISCIPLINARY ACTION

Suspension History

Date(s) _____ Days Suspended _____ Violation _____

Date(s) _____ Days Suspended _____ Violation _____

Expulsion History

Date(s) _____ Days Expelled _____ Violation _____

Date(s) _____ Days Expelled _____ Violation _____

Please attach addenda if more space is needed.

Signature of sending school official

Date

**THIS FORM MUST BE RETURNED PRIOR TO STUDENT ENROLLING.
PLEASE FAX BACK TO ME AT (765)468-8878.**

According to the Family Regulations of the Family Rights and Privacy Act (Buckley Amendment), it is no longer necessary to obtain written consent to release records between schools. This Act states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.

I hereby consent to the release of the above-mentioned school records.

Parent Signature _____

Date _____