

NEW STUDENT ENROLLMENT & REQUEST TO TRANSFER STUDENT RECORDS
KEOKUK COMMUNITY SCHOOL DISTRICT

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|---|----------------|---------------------------------|----------|-------------------------|---------------|
| STUDENT'S LEGAL LAST NAME | | FIRST NAME | | MIDDLE NAME | DATE OF BIRTH |
| GENDER <input type="checkbox"/> M <input type="checkbox"/> F | GRADE ENTERING | NAME OF PRIMARY PARENT/GUARDIAN | | RELATIONSHIP TO STUDENT | PHONE NUMBER |
| ADDRESS OF RESIDENCE | | | APT. NO. | CITY | ZIP CODE |

* Has this student EVER attended Keokuk Community Schools? YES NO

*Does this student have an Individual Education Plan (IEP)? YES NO

*Does this student have a 504 plan? YES NO

Race: The Fed Gov't and State of IA require the maintenance of data by ethnicity. Please check all that apply and circle primary race:

(W) White (H) Hispanic or Latino (B) Black or African American

(A) Asian (I) American Indian or Alaska Native (P) Native Hawaiian/Other Pac Islander

NAME OF ADULT ENROLLING STUDENT (PRINT) SIGNATURE DATE

REQUEST TO TRANSFER STUDENT RECORDS

Name of Previous School/School District _____

Address City State Zip Phone Fax

To whom it may concern,

We have enrolled the above student who formerly attended your school. Please send the following records to the school marked below as soon as possible.

Please FAX or EMAIL if possible, the following school records:

- Past and current grades through date of withdrawal
- Activity Eligibility
- Discipline, attendance, and any other pertinent data
- IA Assessment Data (if applicable)
- IEP information/Special Education Placement
- Medical / Immunization records
- Any testing data
- Transcripts
- Birth Certificate

Thank you for your prompt attention.

(SCHOOL OFFICIAL SIGNATURE) (EMAIL) (DATE)

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| Torrence Prekindergarten | 1721 Fulton Street • Keokuk, IA 52632 Phone: 319-524-1402 Fax: 319-524-1114 |
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| Keokuk Middle School | 2002 Orleans • Keokuk, IA 52632 Phone: 319-524-3737 Fax: 319-524-1511 |
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| Hawthorne School (K-3) | 2940 Decatur Street • Keokuk, IA 52632 Phone: 319-524-3503 Fax: 319-526-5946 |
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| Keokuk High School | 2285 Middle Rd. • Keokuk, IA 52632 Phone: 319-524-2542 Fax: 319-526-3700 |
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| George Washington (4-5) | 116 North 8th Street • Keokuk, IA 52632 Phone: 319-524-1953 Fax: 319-526-3081 |
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NOTE: The Family Educational Rights and Privacy Act (FERPA) allows schools to disclose records, without consent, to other schools to which a student is transferring. Parents have the right to inspect any and all official records directly relating to their child.