

NEW STUDENT ENROLLMENT & REQUEST TO TRANSFER STUDENT RECORDS

KEOKUK COMMUNITY SCHOOL DISTRICT

STUDENT'S LEGAL LAST NAME		STUDENT'S LEGAL 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

PARENT/GUARDIAN EMAIL ADDRESS: _____

STUDENT'S SOCIAL SECURITY NUMBER: _____

- * 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
- * Is the child in foster care? YES NO
- * Is the child's parents or guardians on active military duty at this time? (Does NOT include National Guard) 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
- IA Assessment Data (if applicable)
- Any testing data
- Activity Eligibility
- IEP information/Special Education Placement
- Transcripts
- Discipline, attendance, and any other pertinent data
- Medical / Immunization records
- Birth Certificate

Thank you for your prompt attention.

(SCHOOL OFFICIAL SIGNATURE) (EMAIL) (DATE)

Torrence Preschool 1721 Fulton Street ● Keokuk, IA 52632
Phone: 319-524-1953 Fax: 319-526-3081

Keokuk Middle School 2002 Orleans ● Keokuk, IA 52632
Phone: 319-524-3737 Fax: 319-524-1511

Hawthorne School (K-3) 2940 Decatur Street ● Keokuk, IA 52632
Phone: 319-524-3503 Fax: 319-526-5946

Keokuk High School 2285 Middle Rd. ● Keokuk, IA 52632
Phone: 319-524-2542 Fax: 319-526-3700

George Washington (4-5) 116 North 8th Street ● Keokuk, IA 52632
Phone: 319-524-1953 Fax: 319-526-3081

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.