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 ☐ M ☐ F	GRADE ENTERING	NAME OF PRIMARY PARENT/GUARDIAN		RELATIONSHIP TO STUDENT	PHONE NUMBER
ADDRESS OF RESIDENCE		APT. NO.	CITY		ZIP CODE

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

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 withdrawl
- 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 Certficate

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

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

George Washington (4-5)
116 North 8th 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

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

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.