

# School District of West Salem

TROY M. GUNDERSON, Superintendent  
405 East Hamlin Street, West Salem, Wisconsin 54669  
(608) 786-0700



## REQUEST FOR STUDENT RECORDS

Date: \_\_\_\_\_

School: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

Attention: Student Records

\_\_\_\_\_ (NAME) (DOB) (GRADE)

plans to enroll in the West Salem School District.

Please fax a copy of the checked items as soon as possible to:

*Pupil Services*

*Attn: Lori 608-786-2960*

Mail all files listed to:

*West Salem District Office*

*Attn: Lori/Pupil Services*

*405 Hamlin St E*

*West Salem, WI 54669*

*Phone: 608-786-1064*

*Fax: 608-786-2960*

**Transcript of Grades (FAX)**

Schedule

Report Card

Grades in Progress (at time of withdrawal)

Attendance

Cumulative Folder

Immunization & Health Records

Test Scores

**Current IEP/Special Ed Records/504 Plan (FAX)**

ELL Records

Thank you.

Sincerely,

Monica Quinn  
West Salem District Receptionist  
608-786-0700 ext. 1