

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 #: _____

The following student(s) plan(s) to enroll in the West Salem School District:

NAME DOB GRADE

NAME DOB GRADE

FAX CURRENT IEP/SPECIAL ED RECORDS/504 PLAN TO:

Pupil Services
Attn: Lori
608-786-2960

FAX TRANSCRIPTS OF GRADES TO:

Student Services
Attn: Julie
608-786-2813

MAIL ALL FILES LISTED TO:

West Salem District Office
Attn: Lori/Pupil Services
405 Hamlin Street East
West Salem, WI 54669
Phone: 608-786-1064
Fax: 608-786-2960

- *Report Card
- *Grades in Progress
- *Attendance Record
- *Cumulative Folder
- *Immunization & Health Records
- *Test Scores
- *ELL Records
- *Schedule

Thank you.

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

Parental permission is not required when authorized school personnel request records. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 1118 Page 24673.)