

# Request to Forward Schools Records

Fill out one request for each student.

Student's Name	Date of Birth	Grade
----------------	---------------	-------

Requesting records from:

\_\_\_\_\_  
*Name of Previous School*

\_\_\_\_\_  
*Address, City, State, Zip*

\_\_\_\_\_  
*Phone/Fax*

*This request for records includes but is not limited to:*

Cumulative records, Immunizations and Health records, Diagnostic/Educational tests, IEP records for Special Education or Speech and Expulsions and Out-of-School Suspensions

Please send records to: (Check which school)

\_\_\_\_\_  
*Cornell Elementary School, Att: Student Records, 5817 NE 3rd Street, Des Moines, IA 50313*

*Email: houghsavana@saydel.net Fax 515-244-0084*

\_\_\_\_\_  
*Woodside Middle School, Att: Student Records, 5740 NE 14th Street, Des Moines, IA 50313*

*Email: baackmichelle@saydel.net Fax 515-264-0869*

\_\_\_\_\_  
*Saydel High School, Att: Student Records, 5601 NE 7th Street, Des Moines, IA 50313*

*Email: nedvedleslie@saydel.net Fax 515-262-8739*

Parent Signature: \_\_\_\_\_

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

1. Iowa Code section 279.9A requires an accurate record of any suspension or expulsion actions taken, and the basis for those actions, be reported to a school to which the student transfers or seeks to transfer.
2. Parent signature not required to release records between schools according to Family Educational Rights and Privacy Acts (FERPA).



## District Office

5740 NE 14th Street  
Des Moines, IA 50313  
515-264-0866

## SAYDEL HIGH SCHOOL

5601 NE 7th Street  
Des Moines, IA 50313  
515-262-9325

## WOODSIDE MIDDLE SCHOOL

5810 NE 14th Street  
Des Moines, IA 50313  
515-265-3451

## CORNELL ELEMENTARY SCHOOL

5817 NE 3rd Street  
Des Moines, IA 50313  
515-244-8173

[www.saydel.k12.ia.us](http://www.saydel.k12.ia.us)

"Big City Opportunities,  
Small Town Commitment  
for Students"