



"Big City Opportunities,
Small Town Commitment for Students"

Saydel Community School District

District Office, 5740 NE 14th Street, Des Moines, IA 50313

www.saydel.k12.ia.us

515-264-0866

Request to Forward Schools Records

Student's Name	Date of Birth	Grade

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 Suspensions¹

Please send records to: **Cornell Elementary School**
Attention: Student Records
5817 NE 3rd Street
Des Moines, Iowa 50313

*Parent Signature*²: _____ *Date:* _____

- 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.
- Parent signature not required to release records between schools according to Family Educational Rights and Privacy Acts (FERPA).