



"Big City Opportunities,  
Small Town Commitment for Students"

# Saydel Community School District

District Office, 5740 NE 14<sup>th</sup> 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 Suspensions<sup>1</sup>*

*Please send records to:*      **Saydel High School**  
**Attention: Student Records**  
**5601 NE 7<sup>th</sup> Street**  
**Des Moines, Iowa 50313**

*Parent Signature<sup>2</sup>:* \_\_\_\_\_ *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).

Saydel High School  
5601 NE 7<sup>th</sup> Street  
Des Moines, IA 50313  
515-262-9325

Woodside Middle School  
5810 NE 14<sup>th</sup> Street  
Des Moines, IA 50313  
515-265-3451

Cornell Elementary School  
5817 NE 3<sup>rd</sup> Street  
Des Moines, IA 50313  
515-244-8173