



"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](http://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:*     **Woodside Middle School**  
**Attention: Student Records**  
**5810 NE 14<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).