



Two Rivers Public Schools
4521 Lincoln Avenue
Two Rivers, WI 54241
(920) 793-4560
FAX (920) 793-4014
www.trschools.k12.wi.us

REQUEST FOR STUDENT RECORDS

Name of Student(s): _____ **Grade:**

DOB:

Date:

The student (s)listed above is now enrolled in the Two Rivers Public School District. To enable us to provide appropriate educational services, please send all of the following information that is applicable to the student at your earliest convenience:

- Cumulative records pertinent to grades, attendance, extra-curricular activities
- Behavioral records including tests relating to achievement or measurement of ability, psychological testing, personality evaluations
- All 504 Records
- Permanent health records
- Grades to the time of withdrawal (from the beginning of the semester to the date of termination) for any student not leaving at the end of the semester
- Date of withdrawal from your district
- Explanation of grading system (if other than traditional system)

Please send all **records** to: Two Rivers Public School District – Lighthouse Learning Academy
Attn: Jolene McMahon
4521 Lincoln Avenue
Two Rivers, WI 54241
jolene.mcmahon@trschools.k12.wi.us

Thank you for your assistance.