



STUDENT RECORD TRANSFER REQUEST

Unified School District 460 * 150 N. Ridge Road * Hesston, KS 67062 * 620-327-4931

Regarding: _____
Name of Student _____ Date of Birth _____

To: _____
Name of Last School Attended _____ Grade _____

_____ Telephone: _____
Address _____

_____ Fax: _____
City _____ State _____ Zip _____

It is requested that **all** records of the above-named student be forward to the public school listed below, in which the student has enrolled, or intends to enroll. These records should include:

- Academic records (including standardized test scores)
- State assessment scores
- Transcript
- Health records (including immunization records)
- Attendance records
- Special Education records (staffing reports & IEP)
- English Language Learner records (including KELPA-P, KELPA, LAS scores)
- Other information helpful for educational placement

▪ **For Kansas Schools: Please include the following:**

o Student's KSDE KIDS Identification Number _____

o Most recent Kansas state entry date _____

Please forward the records to: **Hesston Middle School Registrar**
PO Box 2000
100 N. Ridge Road
Hesston, KS 67062

Phone: (620)327-7111 *** Fax: (620)327-7115

****Scanned records can be sent to tracy.graber@usd460.org**

Parent Signature: _____ Date _____