



School District of Manawa

Little Wolf High School

515 E Fourth Street, Manawa, WI 54949
Phone 920.596.5800 Fax 920.596.2655

Manawa Middle School

515 E Fourth Street, Manawa, WI 54949
Phone 920.596.5800 Fax 920.596.2655

Student Records Request

Date: _____

I hereby authorize the following district _____ to release to the School District of Manawa, copies of the student records for the student listed below, and to allow the above mentioned district to discuss with the School District of Manawa any information pertaining to the student's academic, attendance, and behavioral records.

Student Name

Grade

Please forward the student cumulative record including health records (including immunization records), attendance records, and standardized achievement tests.

Please send records for 9-12 grade students to:
Little Wolf High School
515 E Fourth Street
Manawa, WI 54949

Please send records for 6-8 students to:
Manawa Middle School
515 E Fourth Street
Manawa, WI 54949

Please fax or email (ckoehn@manawaschools.org) the following student records and any other information that may be important in serving the needs of this student to 920.596.2655:

transcript of grades
psychological and/or evaluations
RTI
G/T plan

IEP
EL plan
nursing services
Section 504

Thank you for your assistance in this matter.

PARENTAL PERMISSION IS NO LONGER REQUIRED when authorized school personnel request records. (Family Education Rights and Privacy Act. Federal Register, PL 94-124, ch. 34, part 99.31)

Wisconsin Statute 118.25(4) - TRANSFER OF RECORDS. No later than the next working day, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if he or she is an adult, or his or her school or school district or written notice from the school or school district that the pupil has enrolled or from a court that legal custody of the pupil has been transferred to the department of health and social services for placement in a juvenile corrections facility.



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School District LEA# 3276 School #400

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