



Date _____

REQUEST FOR CONFIDENTIAL RECORDS

Name of Previous School

Phone Number of Previous School

Address of Previous School

Fax Number of Previous School

City

State

Zip

Student's Last Name

Student's First Name

Birth Date

Grade Last Attended

☐ Male

☐ Female

☐ Non-binary

Gender

WE ARE REQUESTING

<input type="checkbox"/> All Student Records	<input type="checkbox"/> Withdraw/Transfer Grades	<input type="checkbox"/> Special Ed. Records
<input type="checkbox"/> Cumulative File	<input type="checkbox"/> Health Records	<input type="checkbox"/> IEP & Eligibility
<input type="checkbox"/> Transcript	<input type="checkbox"/> Hearing Tests	<input type="checkbox"/> Psychological Records
<input type="checkbox"/> Attendance Records	<input type="checkbox"/> Vision Testing	<input type="checkbox"/> Behavioral Records
<input type="checkbox"/> Standardized Test Scores	<input type="checkbox"/> Immunization Records	<input type="checkbox"/> Section 504 Records
<input type="checkbox"/> TAG Records	<input type="checkbox"/> 506 (Indian Education)	<input type="checkbox"/> EL Records
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Legal Custody Documents	<input type="checkbox"/> Other: _____

Parent signature is **not** required before transferring records between educational agencies under OAR 581.21.3640 in connection with federal law 99.31. Subject to ORS 339.260 and Federal Law 815-828, records **must** be sent no later than **10 days** after receipt of this request.

Please send records to:

- ☐ **Conger Elementary School**, 1700 California Ave., Klamath Falls, OR 97601
Phone (541) 883-4772 / Fax (541) 883-4752 / ATTN: D'ana Golden email GoldenD@kfalls.k12.or.us
- ☐ **Mills Elementary School**, 520 E Main St., Klamath Falls, OR 97601
Phone (541) 883-4754 / Fax (541) 883-4775 / ATTN: Selene Ortiz Banderas email OrtizbanderasS@kfalls.k12.or.us
- ☐ **Pelican Elementary School**, 501 McLean St., Klamath Falls, OR 97601
Phone (541) 883-4765 / Fax (541) 883-4729 / ATTN: Angela Garcia email GarciaA@kfalls.k12.or.us
- ☐ **Roosevelt Elementary School**, 1125 N. Eldorado Ave., Klamath Falls, OR 97601
Phone (541) 883-4750 / Fax (541) 883-4728 / ATTN: Renee Ferns email FernsR@kfalls.k12.or.us
- ☐ **Ponderosa Middle School**, 2554 Main St., Klamath Falls, OR 97601
Phone (541) 883-4740 / Fax (541) 885-4286 / ATTN: Kelly Syrnyk email SyrnykK@kfalls.k12.or.us
- ☐ **Klamath Union High School**, 1300 Monclaire St., Klamath Falls, OR 97601
Phone (541) 883-4710 / Fax (541) 885-4276 / ATTN: Leah Anderson email AndersonL@kfalls.k12.or.us
- ☐ **Klamath Learning Center (Grade 9-12)**, 2856 Eberlein Ave., Klamath Falls, OR 97601
Phone (541) 883-4719 / Fax (541) 885-4281 / ATTN: Susan Holzgang email HolzgangS@kfalls.k12.or.us
- ☐ **Klamath Basin Behavioral Health/Day Treatment** 2210 N Eldorado Ave., Klamath Falls, OR 97601 Please email only ATTN Margie Ward, email WardM@kfalls.k12.or.us
- ☐ **Klamath Home Learning Academy (Grade K-8)**, 2856 Eberlein Ave., Klamath Falls, OR 97603
Phone (541) 883-4719 / Fax (541) 885-4281 / ATTN: Susan Holzgang email HolzgangS@kfalls.k12.or.us
- ☐ **KFCS District Office – Special Services**, 1336 Avalon St., Klamath Falls, OR 97603
Phone (541) 883-4745 / Fax (541) 883-4706 / ATTN: Ariel Meza MezaA@kfalls.k12.or.us and Emily Smith SmithE@kfalls.k12.or.us

Thank you for your prompt response!

1st Request _____

2nd Request _____

3rd Request _____