



2195 County Road 154  
Glenwood Springs, CO 81601  
Telephone: 970.930.1804 • [www.theskylarkschool.org](http://www.theskylarkschool.org)

### Request for Student Records

This student has enrolled at Skylark School. We are requesting the transcripts, health records, grades, test scores and/or any student information, including discipline records, pertaining to the student.

Please send to: Skylark School  
2195 County Road 154  
Glenwood Springs, CO 81601  
970-930-1804 (phone)  
[nicolewenger@theskylarkschool.org](mailto:nicolewenger@theskylarkschool.org)

Thank you for your prompt attention to this request.

Sincerely,  
Nicole Wenger  
Skylark School Principal

Name of Student \_\_\_\_\_  
Birth Date \_\_\_\_\_  
Previous School \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
Address \_\_\_\_\_

Grade Level \_\_\_\_\_ Last Day of Attendance \_\_\_\_\_

The following records are hereby requested:

- Transcripts or report cards
- Test data/ standardized test scores
- English Language (ELL) Test Score (if applicable)
- List of courses and grades at time of withdrawal
- Attendance records
- Individual Literacy Plan (if applicable)
- 504 Plan (if applicable)
- Discipline records



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- Immunization records
- Health/Medical records
- Sports Physical documentation
- Psychological records
- Sociological records

ALL OF THE ABOVE

Date of Request \_\_\_\_\_