



# Doniphan West High School

## Home of the Mustangs



USD #111

402 E Main, Highland, KS 66035 785-442-3286 Fax 785-442-3289

[clackey@usd111.org](mailto:clackey@usd111.org)

Chris Lackey, Principal

### *Request for School Records*

Dear Principal:

The following student has enrolled or is enrolling in our school for the \_\_\_\_\_ school year, and stated that your school was the last school they attended. Please send the checked items of information that you may have on this student.

- \_\_\_\_\_ Transcript of previous semesters or years
- \_\_\_\_\_ All current nine-weeks and partial nine-weeks grades that are available
- \_\_\_\_\_ All test scores, standardized achievement, intelligence and aptitude
- \_\_\_\_\_ Health Records, including Immunization Records, Birth Certificate, etc.
- \_\_\_\_\_ Any Special Education Records
- \_\_\_\_\_ Athletic Physicals

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

Last School Attended (Name and Address)

(School name) \_\_\_\_\_

(Mailing Address) \_\_\_\_\_

(City, State & Zip) \_\_\_\_\_

(Phone) \_\_\_\_\_

Thank you for this information.  
Sincerely,

#### PARENT/GUARDIAN CONSENT

I, \_\_\_\_\_, give my consent for the records requested above to be sent to Doniphan West High School.