

PERMISSION TO RELEASE RECORDS TO THE EDGERTON SCHOOL DISTRICT

Per Wisconsin State Statute 118.125(4) the transfer of records is requested & required within five (5) working days.

TO: Last school attended: _____

Phone: _____ Fax: _____

If the student's records are at another address, please forward this request.

Student's name: _____

DOB: _____ Grade: _____ Today's date: _____ Enrollment start: _____

RECORDS REQUESTED:

- ___ High school transcript & current schedule
Please fax ASAP to Lisa Tate at (608) 884-7969
- ___ Complete transcript and/or grades at time of withdrawal
- ___ Attendance records
- ___ Immunization/health records
- ___ Behavioral records
- ___ Cumulative folder with test scores
- ___ Special Education records
Please email current IEP & Eval ASAP to lori.sievers@edgerton.k12.wi.us AND/OR michele.smrecek@edgerton.k12.wi.us
- ___ Psychological tests
- ___ 504 Plan
- ___ All of the above
- ___ Other _____

MAIL ALL OTHER REQUESTED RECORDS TO:

Edgerton High School

Attention: Lisa Tate
200 Elm High Drive
Edgerton WI 53534
Phone (608) 561-6178
Fax (608) 884-7969

Edgerton Middle School

Attention: Lisann Porter
300 Elm High Drive
Edgerton WI 53534
Phone (608) 561-6033
Fax (608) 884-2279

Edgerton Elementary Schools

Attention: Lisa Rodriguez & Sonia Salgado-Serafin
100 Elm High Drive
Edgerton WI 53534
Phone Lisa (608) 561-6018
Phone Sonia (608) 561-6013
Fax Sonia (608) 884-8548

Pupil Services Office

Attention: Lori Sievers & Michele Smrecek
200 Elm High Drive
Edgerton WI 53534
Phone Lori (608) 561-6092
Phone Michele (608) 561-6093
Fax (608) 884-9327

Parental permission is no longer required when records are requested by authorized school personnel. Family Educational Rights & Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673, & Federal Regulations, Section 99.31/34.

Revised 6/15/20

EDGERTON SCHOOL DISTRICT OFFICE

200 ELM HIGH DRIVE
EDGERTON, WI 53534



P : 608.561.6100



F : 608.884.9327

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DISTRICT ADMINISTRATOR
DENNIS.PAULI@EDGERTON.K12.WI.US

DR. TAD WEHNER

DIRECTOR OF FINANCE & PERSONNEL
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DREW WELLMAN

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LEARN TODAY.



LEAD TOMORROW.