

Shapleigh School
43 Stevenson Road · Kittery, Maine · 03904
Phone (207) 439-2572 · Fax (207) 439-9958

REQUEST FOR RECORDS

TO: _____

PHONE #: _____ FAX#: _____

May we have the following records for: _____

Who was enrolled in grade _____ of your school.

- | | |
|-----------------------|--|
| Transcript of grades | Disciplinary records |
| Health records | Pupil personal records (special education) |
| Educational testing | Psychological testing results |
| Other testing results | |

Any further information you can send us that would be helpful in assisting this student in adjusting smoothly to this change of schools will be appreciated.

Parent/Guardian Signature: _____

Date: _____

The policy of the Kittery School Department prohibits discrimination in educational programs, activities or employment practices on the basis of race, national origin, religion, gender, age, disability or sexual orientation under the provisions of Title VI and I of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act, the Individuals with Disability Education Act (IDEA) of 1990, and the Americans with Disabilities Act of 1990 (KSC Policy AC)