



200 Clay Street
Dayton, KY 41074
(859) 491-6565
<http://www.dayton.kyschools.us/>

Jay Brewer, Superintendent
Inspire, Engage, Grow
Go Grow Dayton!

REQUEST FOR RECORDS

Date ____/____/____

Dear _____,

_____ has recently enrolled in our school. We understand that while in your district, (s)he was identified and placed in a special education program. _____ has been temporarily placed in a special education program to meet his/her educational needs. We need copies of the following records/information to enable us to determine appropriate placement.

- _____ initial referral/interventions
- _____ permission to evaluate
- _____ ARC conference summary report(s)
- _____ permission to place in special education
- _____ Individual Education Program (IEP) from the current and previous years
- _____ report(s) of psychoeducational evaluation
- _____ Transition Plan
- _____ Alternate Assessment

Please check the information you are sending, write NA where the information is not available, and send any other information that you feel is pertinent. Thank you for your cooperation.

Sincerely,

Note: The Family Educational Rights and Privacy Act does not require parent permission to transfer education records to receiving school.