

**DURANT COMMUNITY SCHOOL DISTRICT**  
**408 7<sup>TH</sup> STREET DURANT, IOWA 52747**

**Durant Elementary School**  
**PK-6<sup>th</sup> Grade**  
**Phone: 563-785-4433**  
**Fax: 563-785-6558**  
**Attention: Holly Nietfeldt**  
**Email: [holly.nietfeldt@durant.k12.ia.us](mailto:holly.nietfeldt@durant.k12.ia.us)**

**Durant Jr/Sr High School**  
**7<sup>th</sup>-12<sup>th</sup> Grade**  
**Phone: 563-785-4431**  
**Fax: 563-785-6558**  
**Attention: Denise Paustian**  
**Email: [denise.paustian@durant.k12.ia.us](mailto:denise.paustian@durant.k12.ia.us)**

**REQUEST FOR STUDENT RECORDS**

Date: \_\_\_\_\_

We are requesting the release of school records for the following student:

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Grade: \_\_\_\_\_

Name, City and State of Previous School: \_\_\_\_\_

Phone Number of Previous School: \_\_\_\_\_ Fax: \_\_\_\_\_

These should include the following:

- Official academic/administrative records
- Medical and/or health records
- Psychological evaluation or social work reports
- All special education records, including the most current IEP and appropriate agency reports
- Annual sports/health physical
- Report cards and/or transcripts
- Exit grades
- Attendance reports
- State testing results
- All other cumulative folder items

Signed: \_\_\_\_\_

Parent/Guardian or School Representative

Date: \_\_\_\_\_