



McLEAN COUNTY PUBLIC SCHOOLS
Educational Opportunities for the Future

410 KY 136 East
P.O. Box 245
Calhoun, Kentucky 42327

Terence Hayes
Superintendent
Phone: (270) 273-5257
FAX: (270) 273-5259

REQUEST FOR RECORDS

Date ____/____/____

Dear _____,

_____ has recently enrolled in our district. We understand that while in your district, he/she was identified and placed in a special education program. We have temporarily placed this student 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
Permission to evaluate
ARC conference summary report(s)
Permission to place in special education
Individual Education Program (IEP) from the current and previous years
Psycho-educational evaluation reports
Transition Plan
Assessment Portfolio (CATS)

The information can be faxed to _____ or mailed to the following address:

School _____
Address _____

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.