



**Pleasant Valley  
Community  
School District**

### TRANSFER OF STUDENT RECORDS

Please return a copy of this form with the information requested. Pleasant Valley encourages sending requested documents electronically to: [kipperjennifer@pleasval.k12.ia.us](mailto:kipperjennifer@pleasval.k12.ia.us).

To:  
School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Fax: \_\_\_\_\_

The following student(s) have enrolled in Cody Elementary School:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Please forward the following information:

Registrar contact's email address: \_\_\_\_\_

1. Cumulative records (grades, test scores, attendance records, discipline records)
2. Health and immunization records
3. If applicable, forward all Special Education records, current IEP, social worker report, and psychological report.

**Please send records to:**

Cody Elementary School  
2100 Territorial Rd  
LeClaire, IA 52753  
Phone: (563) 332-0210  
Fax: (563) 332-0213

To electronically send files, please email:  
[kipperjennifer@pleasval.k12.ia.us](mailto:kipperjennifer@pleasval.k12.ia.us)

**Office Use Only:**

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

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