



**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: kaiserk@pleasval.k12.ia.us.

To: _____

School: _____

Address: _____

Phone: _____

City: _____ State: ____ Zip Code: _____

Fax: _____

The following student(s) have enrolled in Pleasant Valley High 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. Is this student in good standing? ___ Yes ___ No
 - a. Has the student failed any classes? ___ Yes ___ No
 - b. Has the student been expelled? ___ Yes ___ No
2. Cumulative records (grades, test scores, attendance records)
3. Discipline records
4. Complete transcript of courses, grades, and credits earned through the current grade.
5. Grades at the time of withdrawal
6. Copy of student's current schedule
7. Health and immunization records
8. If participating in athletics, copy of current physical
9. If applicable, forward all Special Education records, current IEP, social worker report, and psychological report.

Please send records to:

Guidance Secretary/Assistant Registrar
Pleasant Valley High School
604 Belmont Rd
Bettendorf, IA 52722
Phone: (563) 332-5151
Fax: (563) 823-1950

To electronically send files, please email:
kaiserk@pleasval.k12.ia.us

Office Use Only:

Date Requested: _____

Date Received: _____

Health Transcript

Counselor: _____

New Student Returning Student

ID # _____