



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

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

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

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

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

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

The following student(s) have enrolled in Pleasant Valley Junior 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. Cumulative records (grades, test scores, attendance records, discipline records)
2. Complete transcript of courses, grades, and credits earned through the current grade.
3. Grades at the time of withdrawal
4. Copy of student's current schedule
5. Health and immunization records
6. If applicable, forward all Special Education records, current IEP, social worker report, and psychological report.

**Please send records to:**

Pleasant Valley Junior High School  
3501 Wisconsin St  
LeClaire, IA 52753  
Phone: (563) 332-0200  
Fax: (563) 332-0205

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

**Office Use Only:**

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

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