Transfer of Records Request

5801 South 84th Street • Lincoln, NE 68516
Grades K-6 – Elementary - Phone: 402.488.8888 x 201 • FAX: 402.486-4527
Grades 7-12 – Secondary - Phone: 402.488.8888 x 253 • FAX: 402.486-4527

In accordance with State and Federal Law, this form authorizes Lincoln Christian School to request written and verbal information for the purpose of legitimate educational interest and planning for:

Student's Name	Birth Date
Today's Date	Grade of student on this date:
School District Currently Residing In	
School Name Currently Attending	
School Telephone	

The above-mentioned school has my permission to release the grades, test ratings, health record including latest physical exam and immunization and other related information on the above-named student to Lincoln Christian School, 5801 South 84th Street, Lincoln, Nebraska 68516.

Records requested are:
Birth Certificate Copy
Health Record including latest physical exam
Immunization Record
Attendance
Student's fully completed Transcript at the end of the current semester/school year once all grades are completed.
Standardized Test results
Activities Participation
Mutli-Disciplnary Team Reports including:
- *Psychological testing results*
- *Speech/Language/Hearing results*
- *Occupational Therapy*
- *Physical Therapy*
- *IEP (Individualized Education Plan)*
- *Section 504 Records and Plans*

Disciplinary Records
High Ability Records
Outside Agency Reports

I authorize Lincoln Christian School to contact current and prior school officials in regard to my child's academic success and social conduct, including but not limited to all regular and special education staff.

This release is in accordance with the provisions of the Family Education Rights and Privacy Act of 1974.

Records are Requested by Parent/Guardian:

Signature_____

Relationship to student_____

All Records To be SENT TO:

Grade K-6 – Elementary Attn: Mackenzie Norcik,
Mnorcik@lincolnchristian.org
Please CC Admissions@lincolnchristian.org
5801 S. 84th Street, Lincoln, NE 68516
Phone: 402-488-8888 x 201
Fax: 402-486-4527

Grades 7-12 – Secondary Attn: Lisa VanOstrand
Lvanostrand@lincolnchristian.org
Please CC Admissions@lincolnchristian.org
5801 S. 84th Street, Lincoln, NE 68516
Phone: 402-488-8888 x 253
Fax: 402-486-4527