

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT RECORDS REQUEST

MARY WELSH ELEMENTARY SCHOOL
2383 RAIDER DRIVE-PO BOX 270
WILLIAMSBURG, IA 52361
(319) 668-2301
(319) 668-9552 (FAX)

JR/SR HIGH SCHOOL
810 W WALNUT ST PO 120
WILLIAMSBURG, IA 52361
(319) 668-1050
(319) 668-9311 (FAX)

School Last Attended/Address/Phone

To Whom It May Concern:

The following student (s) has enrolled in our elementary school and state that they were last enrolled in your school system. We would appreciate receiving the school records -including test results, health records, transcripts, and any other information that you feel would be helpful to us in placing them in our school. Thank you.

Student	Grade	Date of Birth
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Dave Widmer, Principal
Mary Welsh Elementary

Lynell O'Connor
Jr/Sr High Principal

As the parent(s) or legal guardian of the above named student(s), I request that the above mentioned records be released to the individual or school listed above.

Parent (s) or Guardian Signature

Date