

625 Kee Street
Española, NM 87532



505-753-4406 (p)
505-753-8866 (f)

Kha'p'o Community School
Parent Request for Student Records

Date: _____

Student Name: _____ DOB: _____

The following documents are requested:

___ All academic progress reports, including grade reports and standardized test results

___ All attendance reports

___ All disciplinary reports, including referrals and notices of suspension and expulsion

___ All documentation regarding consideration for special services (i.e. Student Assistance Team documents, evaluations)

___ Evaluations, plans (IEP and/or 504), and all other documentation regarding special education and/or Section 504 eligibility and services

___ Other: _____

Please select the following:

___ I will pick up records.

___ Please send records to:

Name: _____

Address: _____

Phone: _____ Fax: _____

I give Kha'p'o Community School permission to release records as selected above. I also understand that release of records could take up to 10 days and I will be notified when records are ready.

Parent Signature: _____ Date: _____

Office Use Only:

Date received: _____ Date picked up: _____ Date mailed: _____