



RECORDS REQUEST

1st Request Date: _____ 2nd Request Date: _____

3rd Request Date: _____ 4th Request Date: _____

Phalen Leadership Academies

The student listed below is currently enrolled in our school. From the information we have received, this student was previously in attendance at your school. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. **However, Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):**

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

Scholar Name: _____

Date of Birth: _____

Current School: _____

Grade in School: _____

Phone: _____ Fax: _____

The student named above currently attends your school and is applying for admission at George & Veronica Phalen Leadership Academy. **This student has only applied for admission and should not be withdrawn from your program.** Please send the following records to help us in the admissions process. Thank you!

- Official grades/most recent report card
- Discipline records
- Current grades/progress
- Individual Education Plan (IEP)
- Health, Immunization, Vision/Hearing records
- Court documents (custody, guardianship, restraining orders, loss of restriction of parental rights, probation, truancy, etc.)
- Transcript of grades
- Psychological/special education testing
- Attendance records
- ISTEP or other standardized test scores
- ESL records
- Written Educational Plan (WEP-gifted)
- 504 Plan

Please mail, fax, or email records to:

James & Rosemary Phalen Leadership Academy
ATTN: Office of Enrollment
4352 Mitthoeffer Rd.
Indianapolis, IN. 46235

Fax: (317) 225-4150 Office: 317-552-1600 email: enrollment@phalenacademies.org