



RECORDS REQUEST
LEBANON COMMUNITY SCHOOL DISTRICT
 Records Department: 485 S. 5th Street, Lebanon, OR 97355
 Phone: (541) 259-8937 • Fax: (541) 451-8517
 E-mail: leb_records_staff@lebanon.k12.or.us

DATE: _____

PREVIOUS SCHOOL NAME: _____

PREVIOUS SCHOOL ADDRESS: _____

PREVIOUS SCHOOL PHONE: _____ PREVIOUS SCHOOL FAX: _____

The following student has enrolled in **LEBANON HIGH SCHOOL** in the Lebanon School District.

STUDENT FULL LEGAL NAME: _____

GRADE: _____ DATE OF BIRTH: _____

Please send **ALL** of the **ORIGINAL** educational records (as per ORS #326.565, 326.575, OAR 581-021-0255(5) & ORS 339.260 (5)) which states: A school may not refuse to forward a student's records, or delay forwarding the student's education records because the student owes a fee or fine.

These include the following:

- Cumulative Records
- Official Transcript
- Standardized Test Results
- Health/Immunization Records
- Special Education Records

2021-2022
 SCHOOL YEAR

-including most current evaluation results

IF NECESSARY PLEASE FORWARD REQUEST TO YOUR SPED DEPT.

- Limited English Proficiency Help
- Psychological/Behavior Records
- Career Education Folder/ Work samples required for essential skills

 Parent/Guardian

Upon receipt please fax the following to (541) 451-8550 Attn: Registrar:

- ___ Transcript
- ___ Withdraw Grades
- ___ IEP & Eligibility
- ___ Discipline/suspensions/expulsions
- ___ Immunizations

 Registrar

Then please mail original records to:

Lebanon Community Schools
 Records Department
 485 S. 5th Street
 Lebanon, Oregon 97355