

COCONUT PALM ELEMENTARY

13601 Monarch Lakes Boulevard

Miramar, FL 33027

Phone: (754) 323-5050 Fax: (754) 323-5090

Terri Thelmas, Principal

Stephanie Reyes, Assistant Principal

DATE: _____

TO: _____

FROM: COCONUT PALM ELEMENTARY#3741

Please forward information requested below for the following student (s). He/She has enrolled at Coconut Palm Elementary.

<u>NAME</u>	<u>GRADE</u>	<u>DATE OF BIRTH</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECORDS REQUESTED:

- Entire Cumulative Record
- Grades at time of Withdrawal/Report Card
- Attendance Records
- Disciplinary Records
- Special Education Records (If applicable) including psychological and evaluation reports.
- Health Records (Immunization, Physical, Dental, Vision etc.)
- English Language Learners Records (**ESOL**)

Authorized Signature

Date

OFFICE USE ONLY:

1ST REQUEST _____

2ND REQUEST _____

3RD REQUEST _____