



ROA
Richland
Online
Academy

Richland Online Academy

1996 US Hwy 14 West
Richland Center, WI 53581

STEVE BOARD
Charter School Principal
boas@richland.k12.wi.us

TODD OSTRANDER
ROA Local Education Guide
roa@richland.k12.wi.us

NOTICE TO TRANSFER STUDENT RECORDS

<hr/>		<hr/>	
<i>Name of previous school</i>		<i>School District</i>	
<hr/>	<hr/>	<hr/>	<hr/>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<hr/>	<hr/>	<hr/>	<hr/>
<i>Telephone #</i>	<i>Fax #</i>		
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Please take notice that the following student(s) intends to enroll in the Richland Online Academy beginning _____.

<u>Student's Legal Name (First, Middle, Last)</u>	<u>Date of Birth</u>	<u>Grade</u>
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Please transfer all of the student's progress and behavioral records, including but not limited to, the following:

- School profile, if available
- Behavioral records, multidisciplinary team reports, and any psychological, educational, or speech/language evaluations
- Has this student ever been expelled from your district? () Yes () No
- Progress grades for classes the student was enrolled in, at the time of withdrawal from your school
- **IEP RECORDS** - If the student has a current IEP, please FAX it to the Special Education Office at (608) 647-8454, attention Melissa Lornson.

Pursuant to Wisconsin Statutes 118.125(4) and Federal Regulations, Section 99.31/34, you are authorized to forward the above student's records by this official notification of student enrollment.

Parent/Guardian Signature (not required)

Date

Please mail records to:
Richland Center High School
Attn: Marcia Dax
1996 US Hwy 14 West
Richland Center, WI 53581