

# ***BIG SANDY SCHOOL DISTRICT 100-J***

PO Box 68  
18091 CR 125  
Simla, CO 80835

***(719) 541-2291 Fax (719) 541-2443 or (719) 541-2186 Administration***

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Steve Wilson, Superintendent Sammi Swennes, Middle School/High School Principal Kathy Tucker, Elementary Principal  
Activities Director

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## **Student Records Request Form**

**Big Sandy School District 100-J**

**Simla High School**

**Simla Middle School**

**Simla Elementary School**

I hereby authorize: \_\_\_\_\_ (name of previous School).

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

to release the following student's Cumulative File including: current transcripts of grades, standardized test data, attendance records, behavior records, Special Education (IEP) records, 504, Read Act, Title I, or ESL information, immunizations and health records, etc.

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Grade \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Please send the requested records to:

BIG SANDY SCHOOLS  
C/O SCHOOL COUNSELOR  
P.O. BOX 68  
SIMLA, CO 80835

To reach the School Secretary (Alisa Easler), Counselor (Chad Thieman), or Special Education Director (Sara Lally), please phone (719) 541-2291. Our school fax number is: (719) 541-2443.