



**Student Information Release &  
Transfer Form  
Elementary Schools**

Dear Parent/Guardian,

We are requesting that you fill out this form, giving us permission to discuss academic and behavioral information with your child's past school. This will allow us to determine any plan of action necessary to assist with your child's development.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Current School \_\_\_\_\_

School Location \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

School Counselor \_\_\_\_\_

Principal \_\_\_\_\_

Check if your child has any of the following information on file:

ISP/IEP       Discipline Plan       Truancy issues

My child does not have any of the above.

I attest that the above information is correct and hereby permit a representative of my child's current school to release any requested information regarding my child to officials at Regis Catholic Schools.

Print Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Immaculate Conception  
Principal: Renee Cassidy  
rcassidy@RegisCatholicSchools.com  
(715) 830-2276 FAX (715) 830-9846

St. Mary's  
Principal: Carisa Smiskey  
csmiskey@RegisCatholicSchools.com  
(715) 830-2278 FAX (715) 838-9573

St. James  
Principal: Kelly Mechelke  
kmechelke@RegisCatholicSchools.com  
(715) 830-2277 FAX (715) 858-3478

Office Use Only:       Ok to Enroll       Unable to Serve

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_