



## MUIRLANDS MIDDLE SCHOOL

1056 Nautilus Street  
La Jolla, CA 92037

Phone: (858) 302-3150

Fax: (858) 459-8075

### **REQUEST FOR STUDENT RECORDS**

TO: \_\_\_\_\_ School

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's Name \_\_\_\_\_  
First Middle Last

Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

The above named student has enrolled at Muirlands Middle School. Please send the student's complete cumulative record, including test results, health record, and other information which will aid in his/her placement. If this student has a current IEP, please include a copy with his/her records. (Reference Procedures No. 6123 and No. 6146)

**PLEASE BE SURE TO INCLUDE A FINAL TRANSCRIPT.**

If you have forwarded records to another school, please forward this request to the appropriate school. Thank you.

Please send records to the attention of: MUIRLANDS ENROLLMENT