

**REQUEST FOR CONFIDENTIAL RECORDS  
KLAMATH FALLS CITY SCHOOLS**

\_\_\_\_\_  
Name of Previous School

\_\_\_\_\_  
Phone Number of Previous School

\_\_\_\_\_  
Address of Previous School

\_\_\_\_\_  
Fax Number of Previous School

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
First Name

\_\_ M \_\_ F  
Gender

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

\_\_\_\_\_  
Grade Last Attended

**WE ARE REQUESTING**

All Student Records	Cumulative File	Withdraw/Transfer Grades
IEP	Transcript	Special Ed. Records
Immunizations	Health Records	Psychological Record

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

\_\_\_\_\_  
Date

**Please send records to:**

- **Conger Elementary School**, 1700 California Av., Klamath Falls, OR 97601  
Phone (541) 883-4772 / fax (541) 883-4752 ATTN: D'ana Golden, Secretary
- **Mills Elementary School**, 520 East Main St., Klamath Falls, OR 97601  
Phone (541) 883-4754 / fax (541) 883-4775 ATTN: Carmen Salinas, Secretary
- **Pelican Elementary School**, 501 McLean St., Klamath Falls, OR 97601  
Phone (541) 883-4765 / fax (541) 883-4729 ATTN: Pam Garich, Secretary
- **Roosevelt Elementary School**, 1125 N. Eldorado Av., Klamath Falls, OR 97601  
Phone (541) 883-4750 / fax (541) 883-4728 ATTN: Melinda Pollock, Secretary
- **Ponderosa Middle School**, 2554 Main St., Klamath Falls, OR 97601  
Phone (541) 883-4740 / fax (541) 885-4286 ATTN: Cindy Smith, Registrar
- **Klamath Union High School**, 1300 Monclaire St., Klamath Falls, OR 97601  
Phone (541) 883-4710 / fax (541) 885-42762 ATTN: Sheila Schooler, Registrar
- **Klamath Learning Center**, 2856 Eberlein Av., Klamath Falls, OR 97601  
Phone (541) 883-4719 / fax (541) 885-4281 ATTN: Susan Holzgang, Registrar