



## Enrollment Notification and Records Request

To: Huerfano School District RE 1

Date: 9/12/2014

Student: <u>Ksander</u>	<u>Evan</u>	<u>Tyler</u>
Last Name	First Name	Middle Name
<u>02/28/00</u>	<u>8/18/2014</u>	<u>9</u>
Date of Birth	Enrollment Date	Grade

This letter serves as notification that the above-listed student is now enrolled in Colorado Connections Academy. Please forward to us all of the items listed below and any other pertinent information in the student's school file that may assist us in meeting the educational needs of the student. Please contact our Records Office at 303-794-2302, if you have any questions.

- Official transcript
- Standardized test scores
- Health/immunization records
- Dental Records
- Copy of last report card
- Disciplinary records (including weapons violations)
- Home language survey
- Custody documentation
- Special programs (please specify):  
\_\_\_\_\_
- Special education and/or gifted records (if applicable), including IEP, GIEP, or 504 plan and any report period psychological reports, evaluation reports, etc.
- If the student is LEP, please also send: Language proficiency assessment score report; any Individualized Learning Plans for ELL support; parent notification letter indicating student's scores; copy of signed parent refusal of services letter (if applicable).
- Other: \_\_\_\_\_

Please send all confidential and cumulative student records to:

**Colorado Connections Academy**  
**Attn: Registrar**  
**8 Inverness Drive, Ste. 240**  
**Englewood, CO 80112**

**Fax: 303-799-7719**

Thank you for your prompt attention to this matter.

Chaille Hymes  
Principal  
Colorado Connections Academy