



LOS ANGELES UNIFIED SCHOOL DISTRICT

Ramon C. Cortines
Superintendent of Schools

Carlson Home/Hospital School
10952 Whipple Street
North Hollywood, CA 91602
Telephone: (818) 509-8759
Facsimile: (818) 505-0246

Dr. Shelley Weston
Assistant Superintendent
Secondary Instruction

Joe Salvemini
Principal

Janice Davis
Director, High School Programs

Jack Bagwell
Elementary Director, Local District 2

REQUEST FOR STUDENT RECORDS/INFORMATION

To: Name of CUM Carrying School / FAX Date:
Attn: CUM carrying school contact person / Title
Re: Student / Birth Date / LAUSD ID # / Grade
From: Carlson Teacher / LAUSD Mail Site
Phone: Carlson Teacher's Home/Cell Phone / Carlson Teacher's FAX / 818 - 759-7676 Ext: Carlson Voicemail

The above-named student was enrolled in the Carlson Home/Hospital School on ___/___/____. Please mail or fax a COPY of the following information to me at my mail site or to my attention at the Carlson School fax: (818) 505-0246.

- ___ IEP (if applicable)
___ 504 Plan (if applicable)
___ Transcripts

In addition, please supply the following information by phone when I contact you or by leaving a message on my home, cell or Carlson voicemail number listed above:

- ___ Lunch Program - Free, Reduced, Ineligible
___ ELD Level
___ IEP Eligibility Code, Mtg. Date and Review Date(s)
___ 504 Plan Eligibility
___ Most recent CAT 6 scores (Total Reading and Math percentile scores) and date of test
___ Any incidents of misconduct that led to a suspension/expulsion in prev. 3 years and reason
___ Calendar and track
___ Subjects (course titles) assigned this semester. If the student did not attend the CUM carrying school this semester, please indicate the courses in which he/she should be enrolled.
___ Last reported marks

A copy of the signed Parent Permission to Release Educational Records or a Parent Authorization for Temporary Transfer of Educational Duties is on file in the Carlson Home/Hospital School office.

Thank you for your time and consideration.

Carlson Teacher

Joe Salvemini, Principal