STUDENT RECORDS REQUEST for KDES

Dear Records Office,

This student is applying for admission to the Kendall Demonstration Elementary School (KDES):

Student name: ________________________________________________________________

To complete the application, KDES is asking for copies of the following:

- **Audiogram/Audiological Exam summary/Auditory Brainstem Response (ABR) Evaluation**
- **Behavior/Discipline/Incident Reports** (within the past 3 years)
- **Current Individualized Education Plan (IEP)/Individual Family Service Plan (IFSP)**
- **Educational Assessments** (State Standardized Tests, Stanford Achievement, or other assessments)
- **Final Official Transcript or Report Card/Progress Reports**
- **Multi-Disciplinary/Psycho-Educational Evaluations** (preferably done within the past 3 years, also include any behavioral, developmental, and occupational/physical therapy related assessments, reports, and treatment plans)
- **Triennial Report** (latest triennial review; if not completed, state the next review date: _____________)
- **Physical/medical examinations, immunizations/shot records, sports physical results and/or clearances for participation in sports**

Records can be submitted to KDES in several acceptable ways:

- Email: kdesadmissions@gallaudet.edu
- Fax: 202-651-5362
- Mail:
  Kendall Demonstration Elementary School (KDES)
  Admissions Office – Luciana Spinosi
  800 Florida Avenue NE
  Washington, DC 20002

*Applications to KDES are not considered until all documents are received. Your cooperation and prompt attention to this request is appreciated. Thank you for your assistance.*

Parent name: ___________________________________________________________________

Parent signature: __________________________________________________________________

Date: __________________________________________________________________________

Kendall Demonstration Elementary School
Admissions Office • 800 Florida Avenue NE • Washington, DC 20002-3695
202-250-2216 (vp/vrs) ~ 202-651-5397 (v/vrs) ~ 202-651-5362 (fax) ~ KDESadmissions@gallaudet.edu ~ kdes@gallaudet.edu