



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: _____