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 Program (IEP)/Individualized Family Service Plan (IFSP)/504 Plan
- Educational Assessments (State Standardized Tests, Stanford Achievement, or other assessments)
- Final Official Transcript or Report Card/Progress Reports
- Multi-Disciplinary/Psychoeducational 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/Guardian name** (print): ______________________________________________

**Parent/Guardian signature:** ________________________________________________

**Date:** _________________________________________________________________