

## 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/Report Cards/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](mailto: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:** \_\_\_\_\_