



Please do not send cumulative folders

Name of Student: _____

Date of Birth (DOB): _____

Name of Former School: _____

City: _____ State: _____

FERPA allows schools to disclose education records to other schools to which a student is transferring (see U.S.C. 34 CFR §99.31).

Please send the following items to:

School name: George Westergard

ATTN: Registrar / Secretary name: Melisa Chavez

Street Name and Number 1785 Ambassador Drive

City, State & zip Reno, NV 89523

Phone: (775) 746-5800

Fax: (775) 746-5803

Email: melisa.chavez@washoe schools.net

- Fax/Email Unofficial Transcript
- Fax/Email Withdrawal Grades
- Fax/Email Immunization Records
- Fax/Email Birth Certificate
- State Test Scores (SAT, ACT +Writing, EOC's for students transferring within Nevada)
- Legal Documents: Includes documents that have been filed with a County, State, or Federal Court or Power of Attorney.
- Mail Official Transcript
- Special Education Records (If applicable)
- Fax/Email Discipline
- Proof of Custody/Guardianship

Date (1st request) _____

Date 2nd request) _____