



School District of Beloit Request for Records

Student: _____	DOB: _____	Grade: _____
Prior School: _____		
School Address: _____		
Phone: _____	Fax: _____	

To Whom It May Concern: The above student has enrolled as a new student in our school district. Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). Please furnish us with the following information in order to provide the proper placement of this student. If the records are at another location, please forward this request to that location.

Please mail or email current 504 Plans, Discipline & Expulsion Records ASAP to:

Attn: Central Enrollment / enrollment@beloitschools.net
1500 Fourth St, Beloit, WI 53511 / Phone 608-361-4171

Please email all Special Education Records ASAP to:

Program Manager	School(s)	Email	Phone
Lara Garcia	Beloit Memorial High School	ljansch@sdb.k12.wi.us	608-361-3000 x5058
Theresa Whitney	Gaston & Robinson	twhitney@sdb.k12.wi.us	608-361-2300 x5056
Eric Buchanan	Aldrich & Fruzen Intermediate	ebuchana@sdb.k12.wi.us	608-361-2000 x5060
Susan Crans-Hunt	Todd, Hackett, Head Start, Bro.Dutton	scranshunt@sdb.k12.wi.us	608-361-XXXX x5059
Mary Jo Wilson	Merrill, Converse	mwilson4@sdb.k12.wi.us	608-361-2600 x5055
Regina McAlister	Beloit Learning & Virtual Academy	rmcalister@sdb.k12.wi.us	608-361-4300 x5057

Please Email Current transcript ASAP to _____

Please mail official student records to Attn: Secretary/Registrar, at the school indicated below in Beloit, WI 53511:

Converse Elementary
1602 Townline Ave
converse@beloitschools.net
Phone: 608-361-2105

Merrill Elementary
1635 Nelson Ave
merrill@beloitschools.net
Phone: 608-361-2605

Beloit Learning Academy
Beloit Virtual Academy
910 Townline Ave
BLA@beloitschools.net
Phone: 608-361-2205

Fruzen Intermediate School
2600 Milwaukee Rd
fruzen@beloitschools.net
Phone: 608-361-2005 or
608-361-2006

Gaston Elementary
1515 W Grand Ave
gaston@beloitschools.net
Phone: 608-361-2305

Robinson Elementary
1801 Cranston Rd
robinson@beloitschools.net
Phone: 608-361-2805

Aldrich Intermediate School
1859 Northgate Dr
aldrich@beloitschools.net
Phone: 608-361-3602 or
608-361-3606

Beloit Memorial High School
Attn: Deena Hoey
1225 Fourth St
dhoey@sdb.k12.wi.us
Phone: 608-361-3301

Hackett Elementary
625 Eighth St
hackett@beloitschools.net
Phone: 608-361-2405

Todd Elementary
1621 Oakwood Ave
todd@beloitschools.net
Phone: 608-361-4205

☐ Start Date: _____ ☐ Enrollment pending requested records

Sent by _____ Date _____

School District of Beloit Central Enrollment Office / Phone: 608-361-4171, 608-361-4044 or 608-361-4023
Email: enrollment@beloitschools.net