

COLUMBUS PUBLIC SCHOOLS

Casey Klasna, Superintendent

(406) 322-5375 | Fax (406) 322-5028

Columbus Elementary School	Columbus Middle School	Columbus High School
Tom Kurtz, K-5 Principal 218 E 1st Ave N Columbus, MT 59019 (406) 322-5371	Joseph Morse, 6-8 Principal 415 N 3rd St Columbus, MT 59019 (406) 322-5375	Jim Browning, Principal 433 N 3rd St Columbus, MT 59019 (406) 322-5373

Request for Transfer of Student Records

To: Principal or Registrar of _____ School
(former school)

Street City State Zip

Telephone # Fax #

I hereby authorize the former school to forward the school records for my child(ren) listed below

- **current withdrawals/check out grades**
- **permanent records**
- **immunization records**
- **individual evaluations**
- **academic evaluations**
- **psychological evaluations**

Currently on file in your school district and send those to the school listed below. Thank you.

Student does _____ does not _____ receive Special Education Services

Student Name Current Grade Date

Signature (parent or guardian)

Signature (school official)

SEND TO CHECKED SCHOOL BELOW:
(please fax immunizations and transcripts and mail other)

DeAnne Nelson, School Secretary
Columbus Elementary School
218 E 1st Ave N
Columbus, MT 59019
(406) 322-5371
(406) 322-5372 (Fax)

Brittney Blaylock, School Secretary
Columbus Middle School
415 N 3rd Street
Columbus, MT 59019
(406) 322-5375
(406) 322-5376 (Fax)

Kayte Gorino, School Secretary
Columbus High School
433 N 3rd Street
Columbus, MT 59019
(406) 322-5373
(406) 322-5028 (Fax)