

KIPTOPEKE ELEMENTARY SCHOOL

24023 Fairview Road
Cape Charles, Virginia 23310
www.ncpsk12.com

Phone: 757-678-5151

Fax: 757-831-3219

Subrina Owens Parker
Principal

Date: _____

To: _____

The student(s) listed below is/are now enrolled in our school. Please send a copy of the cumulative record including test scores, health records, grades up to the period of withdrawal if student(s) left during the school year, and records obtained from any previously attended schools. If appropriate, please send all Category II (Confidential)/EC folder(s) or record(s).

Any other information that you can send to help in the placing and guiding of the student(s) will be appreciated.

Student: _____ Grade: _____
Student: _____ Grade: _____
Student: _____ Grade: _____
Student: _____ Grade: _____

Thank you for your assistance and early attention to this request.

Sincerely,



Subrina Owens Parker, Principal

Parent's Signature

[NOTE: Under the Family Educational Rights and Privacy Act (Buckley Amendment) prior consent of the parent is not required when records are requested by officials of another school or school system in which the student seeks or intends to enroll.]

Our Vision

For all students to become **RESPONSIBLE, RESPECTFUL, LIFELONG LEARNERS.**

Our Mission

To develop a safe environment that encourages students to be creative, set goals, and make real world connections.