

**Jefferson County Schools**

**Special Education Routing Memo  
(Request for Additional Information)**

To: \_\_\_\_\_ Date: \_\_\_\_\_

RE: Student: \_\_\_\_\_ DOB: \_\_\_\_\_  
                    Last                      First                      Middle

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information is needed on this student \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above information is needed by \_\_\_\_\_ (Date)

Parent Permission has been obtained: \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Necessary

Signature/Person Requesting Information: \_\_\_\_\_

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**Response**

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_