

DISCIPLINARY REPORT REQUEST FORM

Dear Administrator/Designee,

Porter Township School Corporation requires that any student who is requesting to transfer to PTSC as an out of district transfer student, must provide a Disciplinary Report from any school(s) the student has been enrolled within the past 18 months.

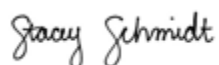
The Disciplinary Report should be provided by a school administrator or designee and:

- should report any disciplinary action within the past 18 months
- should be submitted as a document (report, letter or memo) provided on school letterhead or stamped for authenticity purposes and should be signed by a school administrator or designee.
- If there is no disciplinary action to report, a simple signed letter or memo provided by a school administrator or designee reporting as such is sufficient.

Disciplinary reports should be submitted to Porter Township School Corporation Administration Building by fax at 219-477-4834 or by email to Linda Dusek, Administrative Secretary at linda.dusek@ptsc.k12.in.us.

If you have any questions or concerns, please contact Linda Dusek at 219-477-4933, Ext. 1000.

Best regards,



Stacey Schmidt, Ph.D.
Superintendent

On behalf of my son/daughter, _____, Grade _____,
I, _____, do hereby request a disciplinary report for the past 18 months
and grant permission for the disciplinary report to be submitted directly to Linda Dusek at Porter
Township School Corporation on my child's behalf.

Parent/Guardian

Date