

Porter Township School Corporation

248 South 500 West
Valparaiso, IN 46385
219 477 4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.
Superintendent

BEN PARRISH
Assistant Superintendent

KATHLEEN SMITH
CFO/Treasurer



Previous Records 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, an attendance report, and either the most recent report card (grades 1-8) or transcripts (grade 9-12) from any school(s) the student has been enrolled in within the past 12 months.

These reports should:

1. Report any disciplinary action and all recorded absences within the past 12 months
2. Be submitted on school letterhead or stamped for authenticity purposes, and should be signed by an administrator or designee
3. If there is no disciplinary action to report, a letter or memo reporting as such is sufficient

All records should be submitted by the reporting school directly to Porter Township School Corporation's Central Office:
Laura Grayam, Executive Assistant | laura.grayam@ptsc.k12.in.us

If you have any questions or concerns, please contact Laura Grayam at 219-477-4933 X 1000.

Best Regards,

A handwritten signature in cursive script that reads "Stacey Schmidt".

Stacey Schmidt, Ph.D.
Superintendent

On behalf of my son/daughter, _____, grade _____, I, do hereby request transcripts (grades 9-12), most recent report card (grades 1-8), and disciplinary and attendance reports for the past 12 months and grant permission for the report to be submitted directly to Laura Grayam at Porter Township School Corporation on my child's behalf.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name