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](mailto: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.

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Parent/Guardian Date