



**SIERRA SANDS
UNIFIED SCHOOL DISTRICT**

Ernie Bell
Superintendent

113 W. Felspar Avenue • Ridgecrest, CA • 93555 • 760 499-1600 •
Website: www.ssusd.org

REQUEST FOR TRANSFER OF PUPIL RECORDS



TO: _____
Name of Contact Person

AT: _____
Address/City/State/Zip

Phone: _____

FAX _____

**Sherman E. Burroughs High School
Jim Ledbetter Registrar
500 East French Avenue
Ridgecrest, CA 93555
(760) 499-1800 x4009
* Fax (760) 375-1697 ***

Principal:

Asst: Principal:

Asst: Principal:

Bryan Auld

Carrie Cope

Miles Henderson

Please fax Student's:

1. Unofficial/Official transcript as soon as possible with *Withdrawal grades* if any and
2. Immunization records at your earliest convenience.
3. Advise if this student owes your district "loaned property" we will assist

Please: Mail Official Student Record Book
To Registrar
As indicated above
At earliest convenience

New Student Name: _____ **Alias** _____ **Current Grade** _____ **Birth Date** _____

School Official /Parent/Guardian/Student 18 Signature _____ **Date** _____

Faxed on: _____

Received on: _____

Faxed on: _____

Received on: _____

If this student has Special Education Records I.E. IEP, Psyche-Report, If student has ELD, 504 plan or other special issues – please fax items ASAP as critical to enrollment

Jim Ledbetter Sr.
Lindsey Johnson
Misty Joe Anderson

Registrar
Records Clerk III
Counseling Center Tech

**Thank You For Your
Assistance!**

Board of Education

Amy Covert • Bill Farris • Tim Johnson • Kurt Rockwell • Michael Scott