

**CLEAR CREEK HIGH SCHOOL**

185 Beaver Brook Canyon Rd.  
Evergreen, CO 80439

Principal: Elizabeth Gardner  
Counselor: Emma Phipps  
Registrar: Kim Castleman  
Telephone: 303.679.4610  
Fax: 303.679.4690



**REQUEST FOR STUDENT RECORDS**

1<sup>ST</sup> Request date: \_\_\_\_\_

School: \_\_\_\_\_ Fax No. \_\_\_\_\_

Student Name/Grade: \_\_\_\_\_

The following records are requested, dating from the student's initial date of enrollment with your school:

- Withdrawal Grades \_\_\_\_
- Official Transcript \_\_\_\_
- Birth Certificate \_\_\_\_
- Immunization/Health \_\_\_\_
- Test Data \_\_\_\_
- Discipline Record \_\_\_\_
- Special Ed data (if applicable) \_\_\_\_ IEP/504 (Circle one)
- Confidential Educational / Mental Health Records \_\_\_\_
- Grading scale \_\_\_\_
- Attendance \_\_\_\_
- ICAP \_\_\_\_
- Gifted and Talented data (if applicable \_\_\_\_\_)

Please note any items that are not applicable. Send records via email (preferred), facsimile, or USPS to:

**Clear Creek High School**  
**Attn: Registrar**  
**185 Beaver Brook Canyon Rd.**  
**Evergreen, CO 80439**

**Phone: 303.679.4610**  
**Fax: 303.679.4690**  
**Email: [Kimberly.Castleman@ccsdre1.org](mailto:Kimberly.Castleman@ccsdre1.org)**