

Holdingsford Schools

Request For Release of Records

Phone - 320-746-2221 (334); Fax - 320-746-9959

Student's Legal Name:

Date:

Date of Birth:

Student is enrolling in Grade:

Start Date:

To release school records:

I hereby authorize: (school name)

Phone number of school:

The following school records are requested:

*Official administrative records (name, address, birth date, grade level completed)

*Cumulative Record

*Health Record - including Immunizations and Sports Physical

*Special Education Records - including most recent IEP and Evaluation, 504 Plan, or other assessments

*Psychological Assessments

*Current Schedule

*Grades at time of withdrawal

*Transcript of student grades and credits

*Attendance Records

*Discipline Records

*Standardized Test Results

*MCA/GRAD test results (Minnesota schools only)

*MARSS Number (Minnesota schools only)

Any other information which may be helpful: _____

Please forward these records to:

Holdingsford Jr/Sr High School

Attn: Jessica Rausch

PO Box 250

Holdingsford, MN 56340

Or Fax - 320-746-9959

Attn: Jessica Rausch

Parent/Guardian Signature

Date

School Representative Signature

Position