



REQUEST FOR STUDENT RECORDS

Please send the official school records, where applicable, for the following student:

Student Name: Date of Birth: Grade:

Name of Previous School: Address:

Phone #: Fax #:

- Academic Records
- Athletic Physical/Athletic Transfer Report
- Attendance Records
- Behavior Violations/Discipline Report
- Courses presently enrolled in with current grades
- Early Childhood Screening
- English Language Learner Report
- Health Records
- MARRS ID Number
- MCA Test Scores
- Special Education Programming (IEP & Evaluation Report)
- Standardized Test Scores
- Teacher Evaluations
- Title One / Chapter One Programming
- Other info. that may be helpful in placement:

Please release and send all applicable information to:

- Bayview Elementary 24 South Walnut Street Waconia, MN 55387 Phone: 952-442-0630 Fax: 952-442-0609
- Laketown Elementary 960 Airport Rd, Waconia, MN 55387 Phone: 952-442-0690 Fax: 952-856-4530
- Southview Elementary 225 West 4th Street Waconia, MN 55387 Phone: 952-442-0620 Fax: 952-442-0629
- Waconia Middle School 1400 Community Drive Waconia, MN 55387 Phone: 952-442-0650 Fax: 952-442-0659
- Waconia High School 1650 Community Drive Waconia, MN 55387 Phone: 952-442-0676 Fax: 952-442-0679
- Waconia Learning Center 1800 Community Drive, Waconia, MN 55387 Phone: 952-442-0689 Fax: 952-442-0639
- Waconia Early Childhood 520 Industrial Blvd, Waconia, MN 55387 Phone: 952-442-0613 Fax: 952-442-0619

Scheduled Start Date:

Start date is not determined until records are received from the transferring school.

Parent/Guardian Signature: Date:

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) date June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the educational institution and officials of other school in school systems in which the student may intend to enroll may receive a student's records without a written consent for such release.