

REQUEST FOR STUDENT RECORDS

We would appreciate it if you would send us the official school records, where applicable, for the following student:

Student Name: Date of Birth: Grade:

Previous School Name: Address:

Phone #: Fax #:

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| <input type="checkbox"/> Academic Records | <input type="checkbox"/> MARRS ID Number |
| <input type="checkbox"/> Athletic Physical/Athletic Transfer Report | <input type="checkbox"/> MCA Test Scores |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Special Education Programming (IEP & Evaluation Report) |
| <input type="checkbox"/> Behavior Violations/Discipline Report | <input type="checkbox"/> Standardized Test Scores |
| <input type="checkbox"/> Courses presently enrolled in with current grades | <input type="checkbox"/> Teacher Evaluations |
| <input type="checkbox"/> English Language Learner Report | <input type="checkbox"/> Title One / Chapter One Programming |
| <input type="checkbox"/> Health Records | <input type="checkbox"/> Other info. that maybe helpful in placement: |
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Please release and send all applicable information to:

- | | | | |
|--|--|---------------------|-------------------|
| <input type="checkbox"/> Bayview Elementary School | 24 South Walnut Street Waconia, MN 55387 | Phone: 952-442-0630 | Fax: 952-442-0609 |
| <input type="checkbox"/> Laketown Elementary School | 960 Airport Rd Waconia, MN 55387 | Phone: 952-442-0690 | Fax: 952-856-4530 |
| <input type="checkbox"/> Southview Elementary School | 225 West 4th Street Waconia, MN 55387 | Phone: 952-442-0620 | Fax: 952-442-0629 |
| <input type="checkbox"/> Waconia Middle School | 1400 Community Drive Waconia, MN 55387 | Phone: 952-442-0650 | Fax: 952-442-0659 |
| <input type="checkbox"/> Waconia High School | 1650 Community Drive Waconia, MN 55387 | Phone: 952-442-0676 | Fax: 952-442-0679 |
| <input type="checkbox"/> Waconia Learning Center | 1800 Community Drive Waconia, MN 55387 | Phone: 952-442-0689 | Fax: 952-856-4533 |

Scheduled Start Date:

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

*Route all SpEd forms to Nancy Ellis at District Office

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.