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## REQUEST FOR OFFICIAL EDUCATIONAL RECORDS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

P: \_\_\_\_\_

F: \_\_\_\_\_

Please fax or email the official records for \_\_\_\_\_  
with a birthdate/grade of \_\_\_\_\_. Due: \_\_\_\_\_

### Please send the following:

- ✓ Most recent school year records (up to the past 3 years), including grades, attendance, discipline and test results.
- ✓ Prior years records, including grades, attendance and test results.
- ✓ Special education/services information, if any (IEP, 504, etc.)
- ✓ Other information which may be helpful in planning and implementing the student's school program.
- ✓ Immunization Records

Please send the above information to Jen Renstrom:

FAX: 612-824-0998

EMAIL: [jrenstrom@annunciationmsp.org](mailto:jrenstrom@annunciationmsp.org).

**Please note:** Under the provisions of the Privacy Rights of Parents and Students Ave, Page 1213, Subpart D.99.30 (b), it is not necessary to have the written consent of the parents to release records to "officials of other schools or schools systems in which the student seeks or intends to enroll...."