



Kari Zobel, Principal
Jennifer Renstrom, Office Manager
525 W. 54th St.
Minneapolis, MN 55419
P: 612-823-4394
F: 612-824-0998
W: annunciationmsp.org/school

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, including grades, attendance, discipline and standardized test scores.
- ✓ Prior years records (at least 3 years if applicable), including grades, attendance and standardized test scores.
- ✓ Special education/services information, if any (IEP, 504 plan, etc.)
- ✓ Other information which may be helpful in planning and implementing the student's school program.
- ✓ Immunization Records

Please send all of the above information to Jennifer Renstrom:

EMAIL (preferred): jrenstrom@annunciationmsp.org

FAX: 612-824-0998

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...."