

Surrey Public School

District No.41

Tarra Hysjulien

Elementary Principal

Tina Webb

High School Principal

David Gerding

Superintendent

Twila Gantzer

Business Manager

Sheila Gerding

Athletic Director

Authorization to release Student Records / Transcripts

Students Name _____

I hereby authorize Surrey Public School to **obtain information from** and/or **release information to**:

Name of School _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Parent or Guardian Signature

Date

School Requestors Signature

Date

Request for

____ Student Records – Please Include the following

- ☐ Birth Certificate
- ☐ Immunization / Health Records
- ☐ Academic Information or Progress Reports
- ☐ Attendance Records
- ☐ State Assessments / Standardized Tests / other Applicable Test Results
- ☐ Legal Documents
- ☐ Special Education Records, Recommendations, IEP's and/or Qualifying Testing Results for IEP's
- ☐ Transcript
- ☐ Listing of current classes
- ☐ Documentation if the student qualifies for free and/or reduced meals

Please send all requested information to robin.day@k12.nd.us or Fax to 701-838-8822

Please indicate your communication preference:

☐ Mail ☐ Fax ☐ Pickup

P.O. BOX 40 - Surrey, ND 58785-0040
Phone 701-838-1262 - Fax 701-838-8822

