



## Request for Records

\_\_\_\_\_  
 Student Legal Name (first / middle / last)

\_\_\_\_\_  
 Former School District

\_\_\_\_\_  
 Father / Guardian Name

\_\_\_\_\_  
 Former School Name

\_\_\_\_\_  
 Mother / Guardian Name

\_\_\_\_\_  
 Former School Address

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City / State / Zip of former school

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Former School Phone Number

\_\_\_\_\_  
 Primary Phone Number

\_\_\_\_\_  
 Former School FAX number

\_\_\_\_\_  
 Student Date of Birth:

\_\_\_\_\_  
 Other Schools attended (name, city, state):

\_\_\_\_\_  
 Student Current Grade:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
 Start Date:

\_\_\_\_\_  
 Parent/Guardian Signature or Signature & Title of person requesting records

\_\_\_\_\_  
 Date of Request:

**RECORDS REQUESTED:**

- \_\_\_\_\_ Early Childhood Screening
- \_\_\_\_\_ Grades/Official Transcript
- \_\_\_\_\_ Record of Attendance
- \_\_\_\_\_ Health/Immunization Records
- \_\_\_\_\_ MARSS Number (Minnesota only)
- \_\_\_\_\_ Current IEP/Special Ed Evaluation
- \_\_\_\_\_ Current 504 Plan

- \_\_\_\_\_ Discipline/Behavior Report
- \_\_\_\_\_ Standardized Test Scores
- \_\_\_\_\_ MCA Scores/Reports
- \_\_\_\_\_ School Sport Eligibility Physical
- \_\_\_\_\_ High School student; current class
- \_\_\_\_\_ High school student; current class schedule with in- progress/withdrawal grades

Parental permission is no longer required when records are requested by authorized school personnel (Family and Educational Act, Final Rule of Education Records, Federal Register, June 17 1976, VOL. 412 No. 118, page 24673). Further, the laws that protect the information identified on this release, in some situations, may allow or require this entity to re-disclose this information, but only as permitted by law (Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and Minnesota Government Data Practices Act (MGDPA or Chapter 13). Please release the requested information. A school cannot withhold records because a student owes them money (Statute 120.74 Subd. 2). Thank you for your cooperation.

**Please mail or fax information to:**  
 Wabasha-Kellogg Public Schools  
 Attention: School Records  
 2113 Hiawatha Drive East  
 Wabasha, MN 55981  
 (Phone) 651-565-3559 ext. 251 or 252  
 (Fax) 651-565-2769

**OR**

**Email records to:**  
[hsoffice@wkfalcons.org](mailto:hsoffice@wkfalcons.org)