



INFORMATION RELEASE FORM
Request for Records

Student Name:
Birthdate:
Enrolling in Grade:
School transferring from:
School Phone:
School Fax:

Please send all records that apply to the child named above:

X	Early Childhood Screening	X	Current IEP/Special Ed Evaluation
X	Report Cards & Current Grades	X	Current 504 Plan
X	Record of Attendance	X	Discipline/Behavior Report
X	Health/Immunization Records	X	Standardized Test Scores
X	MARSS Number (MN Only)	X	MCA Scores/Reports

Please Send Records To:

Wabasha-Kellogg Elementary School
 Attn: Missy Walters
 2113 Hiawatha Dr. E.
 Wabasha, MN 55981

Phone: 651-565-3559, Ext. 211
 Fax: 651-565-2769
 E-mail: mwalters@wkwfalcons.org

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.

Elementary School

Dan Murtha
 Pre K – Grade 6 Principal
 (651) 565-3559 ext. 210
 Fax (651) 565-2769

District Office

Nels Onstad
 Superintendent
 Community Education Director
 (651) 565-3559 ext. 261
 Fax (651) 565-2769

Jr./Sr. High School

Chad Pederson
 Grades 7 – 12 Principal
 (651) 565-3559 ext. 250
 Fax (651) 565-2769