



2451 Eagle Ridge Drive, Red Wing, MN 55066

www.rwps.org

Release of Records Request

Today's Date _____

Name of Previous School _____

Address _____ City _____ State _____

Fax # _____ Email _____

LEGAL Student Name _____ **DOB** _____

Most recent grade completed _____

***Signature of Parent/Guardian** _____ **Print Name** _____

Please fax or email all requested information/documents to the school marked (X) below. Include all of the following: (Please do not mail the students cumulative file.)

- General educational records: full legal name, address, birthdate, grade level completed
- Birth Certificate
- Attendance records & enrollment history
- Discipline records including suspensions and expulsion paperwork
- Report cards, transcripts, courses in progress with withdrawal grades
- Health records/sports physical form/immunizations
- Standardized test scores: NWEA Measures of Academic Progress (MAP), Diagnostic Reading
- Assessments (DRAs)
- Minnesota Comprehensive Assessments (MCAs), Graduation Required for Diploma (GRAD), or results on your state's assessments, and other standardized tests

_____ Colvill Family Center	Fax 651-385-4780	algadient@rwps.org	PH 651-385-8000
_____ Sunnyside Elem School (K-1)	Fax 651-385-4576	kjkolby@rwps.org	PH 651-385-4570
_____ Burnside Elem School (2-4)	Fax 651-385-4710	rkmeyer@rwps.org	PH 651-385-4700
_____ Twin Bluff Middle School (5-7)	Fax 651-385-4540	maharnish@rwps.org	PH 651-385-4530
_____ Red Wing High School (8-12)	Fax 651-385-4610	twgrinager@rwps.org	PH 651-385-4600

NOTE: Student with an IEP, 504 Plan or any psychological reports, please send those documents directly to: Kayla Awolope, Asst SpEd Director klawolope@rwps.org PH 651-385-4506

*In accordance with revised federal and state statues, permission of the parent/guardian, is no longer required when records are requested by authorized school personnel.

Red Wing School District's authorized personnel is:
Melinda Johnson, Student Services & Ed-FI Coordinator for ISD 256 651-385-4520 majohnson@rwps.org