 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](mailto:algadient@rwps.org) PH 651-385-8000

\_\_\_\_\_ Sunnyside Elem School (K-1) Fax 651-385-4576 [kjkolby@rwps.org](mailto:kjkolby@rwps.org) PH 651-385-4570

\_\_\_\_\_ Burnside Elem School (2-4) Fax 651-385-4710 [rkmeyer@rwps.org](mailto:rkmeyer@rwps.org) PH 651-385-4700

\_\_\_\_\_ Twin Bluff Middle School (5-7) Fax 651-385-4540 [maharnish@rwps.org](mailto:maharnish@rwps.org) PH 651-385-4530

\_\_\_\_\_ Red Wing High School (8-12) Fax 651-385-4610 [twgrinager@rwps.org](mailto: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**](mailto: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](mailto:majohnson@rwps.org)