 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