



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 | blvoth@rwps.org | PH 651-385-4570 |
| _____ Burnside Elem School (2-4) | Fax 651-385-4710 | rkmeier@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 |
| _____ Tower View (ALP) | Fax 651-385-4510 | lmnibbe@rwps.org | PH 651-388-8963 |

NOTE: Student with an IEP, 504 Plan or any psychological reports, please send those documents directly to: Carrie Hansen, Assistant SPED Director cshansen@rwps.org PH 651-385-4596

*In accordance with revised federal and state statutes, 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