

Date: _____



Mankato Area Public Schools ISD 77
Central Registration Office
10 Civic Center Plaza
Post office box 8741
Mankato, MN 56002-8741

Records Request

Please send the official school records for:

Student legal name: _____, _____, _____
(Last) (First) (Middle)

Grade: _____ Birthdate: _____/_____/_____
(Most recent grade) (Month) (Day) (Year) Gender: M _____ F _____

Parent /Guardian legal name: _____, _____
(Last) (First)

Records are requested from:

Previous school attended: _____

Address: _____ City: _____, State: _____ Zip code: _____

Phone: _____ Fax: _____

Please include:

MINNESOTA SCHOOLS – please include MARSS number, EL status WAPT and Eligibility and start date, ACCES results, MCA, GRAD, and ACT scores.

- **Transcript** or cumulative folder (verification date of birth, name of parents/guardians, address, dates of attendance, days absent, courses taken, grades obtained, behavior records, rank in class, over-all grade average, and standardized test scores).
- **Grades** at the time of withdrawal.
- **Health records**, including immunizations records and athletic physicals.
- **Special education records**, including current IEP, evaluations, assessment reports, and verification of handicap. ****Release sped forms to Debra Peterson or Dawn Miller**
- **Discipline records** – In accordance with Federal and State Statutes, a district that transmits a student's educational records to another school district to which the student is transferring must include in the transmitted records information about disciplinary action taken in the form of suspension and expulsion and any disposition order which adjudicates the student as delinquent for committing an illegal act on school property and certain other illegal acts.

Please forward these records to: Mankato

Area Public Schools ISD 77 Central

Registration Office

10 Civic Center Plaza

Post office box 8741

Mankato, MN 56002-8741

Fax: 507-387-2618

Phone 507-387-2125

Email: centralregistration@isd77.org

In accordance with revised federal and state statutes, parent or adult student permission is no longer required when authorized school personnel request records.