

Midway Star Academy

1091 Snelling Ave N, Saint Paul, MN 55108

Phone: (651) 642-0667, Fax: (651) 642-0668 Email:

info@www.midwaystar.org

Date: _____

REQUEST FOR TRANSFER OF RECORDS

To:

Name of Former School

Address

City

State

Zip code

Phone number

Fax number

_____, DOB _____, has registered at Midway Star Academy for the 2019-2020 school year. Please send ALL of the following information on this student:

- MARSS/ State ID Number
- Transcript of Grades
- Health Records
- Standardized Test Scores
- IEP's/ Special Education Information
- Discipline Files/ Information
- Attendance record

If the student withdrew during the school year, please indicate the grades received up to the date of withdrawal.

Thank you for your prompt attention to this matter.

Admissions Office - Midway Star Academy

Parental permission is no longer required when records are requested by authorized school personnel per Federal Register, June 17, 1976, part II H.E.W. privacy rights of parents and students. Final rule of Ed. Records: Vol. 41-#118-24674 #99

Parent/Guardian Signature

Date

School Official

Date

Note: If it will take longer than 10 days, please call the person requesting the transcript.