

Midway Star Academy  
1091 Snelling Ave N, Saint Paul, MN 55108  
Phone: (651) 642-0667, Fax: (651) 202-3825 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 2024-2025 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.