

REQUEST FOR STUDENT RECORDS

From
Spectrum High School
ISD 4160
17796 Industrial Circle NW, Elk River, MN 55330



School student transferring from:

School Name: _____ Dist. # _____

City: _____ State: _____ Phone: _____ Fax: _____

The following student (check one):

Is considering enrollment in our school ▪ Parent signature _____

Has enrolled in our school ▪ Start date: _____ (No parent signature required)

Student's Full Name: _____

Date of Birth: _____ Current Grade: _____

Please forward all records including:

- | | |
|---|--|
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> Psychological Services |
| <input type="checkbox"/> Report Card/Current Grades | <input type="checkbox"/> Special Education File |
| <input type="checkbox"/> All Standardized Test Scores | <input type="checkbox"/> Discipline File |
| <input type="checkbox"/> Graduation Standard Completion Results | <input type="checkbox"/> Other Applicable Records |
| <input type="checkbox"/> MN State ID Reporting Number | <input type="checkbox"/> Health Record Including Immunizations |

Please send all records pertaining to this student to:

Spectrum High School
Admissions Office
17796 Industrial Circle NW
Elk River, MN 55330

Or fax to:
(763) 633-1380

Or email to:
pjorris@spectrumhighschool.org

According to law, this request for transcript is sufficient. A signed parental release is not necessary as this request is evidence that the student has enrolled in our school. Federal Register Volume #41, #118 Sec 99.31 (06/17/76)