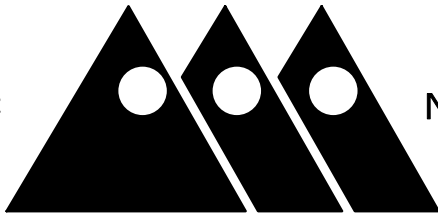


School District 622



North St. Paul
Maplewood
Oakdale

Maplewood Middle School

2410 Holloway Ave. Maplewood, MN 55109 651-748-6500 651-748-6591 fax
Ruthanne Strohn, Principal

TO: Guidance Office

name of previous school

address

city, state, zip code

phone

fax

Please send ALL records.

The following student has enrolled in ISD #622 as of _____.

Name _____ Grade _____ Date of Birth _____

Please send us the following academic records:

- 1 - Special Education Individual Education Plan (IEP) / 504 Plan or other assessments
- 2 - Check out grades/ transcripts and all past report cards
- 3 - Standardized Test results
- 4 - MN Basic Standards Test results
- 5 - Discipline **
- 6 - Legal documents

*** Federal Law 99.21**

No parent signature is required for educational records to be sent to another educational agency.

Please send us the following health records:

- 1 - Health/Immunization records
- 2 - Athletic Physical Forms

****MN Stat. 120A.22, Subd. 7(a)**

Transmittal of all disciplinary records of a student that relate to a formal out-of-school suspension or expulsion or exclusion from school. This is consistent with the federal definition of as "education record". If a district maintains a separate file for disciplinary actions, and another file for other education records, it is responsible to transmit education records from both files.

Thank you.

Sincerely,
Maplewood Guidance Department

* _____
parent/guardian

Please send all records to:

Maplewood Middle School
Guidance Office
2410 Holloway Ave.
Maplewood, MN 55109