INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number **501.1.3P** Adopted **September 1981** Revised **April 2014**

Title **Request for Records for New Registrants**

TO: _____ _____
Principal Date

_____ _____
School (Previous School) Telephone number

_____ _____
Address Fax number

_____ _____
City/state/zip Email address

The following individual(s) have registered as students in Independent School District 196 on _____.
Date

Student's legal name	Date of birth	Grade

_____
Address

_____
City/state/zip

_____ _____
Name of parent or guardian (please print) Signature of parent or guardian (if required by sending district)

Please forward the following records for the above-named student(s) to the address below:

A. Transcript or cumulative folder (date of birth, name of parents or guardians, address, dates of attendance, days absent, courses taken, grades obtained, rank in class, overall grade average, activities participated in and standardized test scores)
B. Health records, including immunization records and athletic physicals
C. Grades at time of withdrawal
D. Special education records, including current IEP and most recent assessment data
E. Discipline records
F. Any other records that you have on this student

Thank you for your cooperation.

Chris Borman
Principal/counselor/registrar
Apple Valley High School
School
14450 Hayes Road
Address
Apple Valley, MN 55124
City/state/zip

952-431-8212
Telephone number
952-431-8747
Fax number
Chris.Borman@District196.org
Email address

c: Cumulative folder
Procedures/501.1.3P/04-29-14