Mankato Area Public Schools
Central Registration Office
10 Civic Center Plaza
Mankato, MN 56001
Phone: (507) 387-2125

Please Email Records To:
MANKATORECORDS@ISD77.ORG
--Send SPED & EL records to the appropriate contacts listed below--

*****START DATE***** _____

RECORDS REQUEST

In accordance with federal and state statutes, parent or adult student permission is no longer required when authorized school personnel request records

STUDENT INFORMATION

Student Legal Name: _____, _____ _____
(Last) (First) (Middle)

Grade: _____ (20-21 Grade Level) **Birthdate:** _____/_____/_____ (Month) (Day) (Year) **Gender:** ◯ M or ◯ F

Parent /Guardian Legal Name: _____, _____
(Last) (First)

SCHOOL INFORMATION

Previous school attended: _____

City: _____ **State:** _____ **Zipcode:** ____ **Phone #:** _____

Email Address: _____ **Fax #:** _____

Email or fax records to appropriate department
DO NOT MAIL ORIGINAL FILES / RECORDS

☐ **English Learner (EL)** Please include EL status, WAPT and/or ACCESS Results.	Heather C.	hcoopm1@isd77.org
☐ **Special Ed Records & Share SpEd Forms** Please include current IEP and evaluation report	Dawn M. Deb P.	dmille3@isd77.org dpeter1@isd77.org
☐ **All Student Records** Please include enrollment, attendance, discipline, grades, transcripts, immunization records, and birth certificate	Central Registration Office	mankatorecords@isd77.org

Additional Comments:

Request 1: _____	Request 2: _____	Request 3: _____	Request 4: _____
☐ Fax ☐ Email	☐ Fax ☐ Email	☐ Fax ☐ Email	☐ Fax ☐ Email