

# Mesabi East High School

Independent School District #2711

Aurora, Minnesota 55705

## RELEASE OF RECORDS REQUEST

Today's Date: \_\_\_\_\_

School FAX No: \_\_\_\_\_

To: \_\_\_\_\_

School Phone No: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Release the Records of:

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Forward Records to: Mesabi East Schools

Attn: Yvonne Mattson

601 N 1st St. W

Aurora, Mn 55705

The undersigned hereby authorizes the release of his/her student records. This should include:

- Grades & Credit Information
- Test & Achievement Scores (especially MN Grad Test Results)
- IEP'S & Other Special Education Information
- Attendance Dates & MARSS Number (if applicable)
- Health Records & Immunizations
- Extra-Curricular Information & Sports Physical

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student (if over 18)

\_\_\_\_\_  
Date

**To WHOM IT MAY CONCERN:** Minnesota statute requires that any release of information from student records be with the prior approval of the parent or guardian unless the student is over 18, the only with his approval. Schools must obtain the written consent of parents in order to release any "personally identifiable records or files."

The law specifically exempts from the written consent requirement the following:

- transfers to other school officials within the local education agency
- transfers to officials of other schools or school systems in which the student intends to enroll (parents must be notified in this case).
- transfers to federal and state education officials.
- transfers in connection with students' applications for and receipt of financial aid.

