



Staples-Motley Public Schools
Independent School District 2170
905 4th ST NE Staples, MN 56479
218-894-5400 - www.isd2170.org

REQUEST FOR STUDENT RECORDS

DATE: _____ START DATE: _____

I hereby authorize: _____

(Former School/School District)

(Street or P.O. Box)

(City, State and Zip Code)

Phone: _____ Fax: _____

to forward any and all information including State Identification Number, Immunizations/Health Records; Educational & Psychological Reports; Standardized & Basic Standard Test Scores; and Title I, ELL, Special Education, and/or Early Childhood Records concerning:

Student: _____ Grade: _____ Birthdate: _____

Student: _____ Grade: _____ Birthdate: _____

Student: _____ Grade: _____ Birthdate: _____

Please forward this information to the following school address, email, or FAX:

STAPLES-MOTLEY ELEMENTARY

Grades K - 4

1025 4th Street NE
Staples, Minnesota 56479
PHONE: 218-894-5400 ext. 3300
FAX: 218-894-1545
victoria.serich@isd2170.org

STAPLES-MOTLEY EARLY EDUCATION CENTER

Pre - K

1025 4th Street NE
Staples, Minnesota 56479
PHONE: 218-894-5400 ext. 3300
FAX: 218-894-1545
victoria.serich@isd2170.org

STAPLES-MOTLEY MIDDLE/HIGH SCHOOL

Grades 5-12

401 Centennial Lane
Staples, Minnesota 56479
PHONE: 218-894-5400 ext. 3509
FAX: 218-894-1828
shelli.rau@isd2170.org

Signature

It is understood that this information will be used in a confidential and professional manner in the best interest of the child(ren). Thank you for your cooperation and prompt response. IN ACCORDANCE WITH REVISED FEDERAL AND STATE STATUTES, PERMISSION OF THE PARENT OR ADULT STUDENT IS NO LONGER REQUIRED WHEN RECORDS ARE REQUESTED BY AUTHORIZED SCHOOL PERSONNEL. (Per Federal 20 USC Sect. 1232g., M.S. 13.32 - 1982)