



Richards R-V School District
2025-2026 Enrollment Forms

Student Records Request

In accordance with State and Federal Law, this form authorizes the Richards R-V School District to request written and verbal information for the purpose of legitimate educational interests and planning for:

Name of Student: _____ DOB: _____

Address _____

Previous School Name: _____ Grade Last Attended: _____

(parent/guardian signature)

Phone Number

Date

FOR OFFICE USE

MOSIS information for Missouri Schools

Date of request: _____ Student will start when records have been received.

The following records are requested:

- ___ Cumulative school records including, but limited to:
- ___ MOSIS ID number _____
- ___ Standardized test
- ___ Health/Immunization Records
- ___ Attendance
- ___ Disciplinary Reports
- ___ Withdrawal Grades
- ___ Birth Certificate
- ___ Multi-Disciplinary Team Reports / Evaluation Reports (ER)
- ___ Individual Education Plan (IEP)
- ___ Section 504 Records and Plans
- ___ Psychological testing results
- ___ Speech/language/hearing results
- ___ Occupational therapy results
- ___ Physical therapy results
- ___ Other: _____

Records are requested from:

School: _____

Fax: _____

Records should be sent to:

Attn: Mrs. Bryant, School Counselor

Fax (417)256-3314

Email: tbryant@richardsschool.k12.mo.us

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