De Soto Unified School District 232
Mill Creek Middle School
8001 Mize Blvd.
Lenexa, Kansas 66227

Phone: (913) 667-3512
Fax: (913) 422-9229
Web: www.usd232.org/mcms

Mrs. Denise Legore Seawood
Principal

Mr. Kerry Wixon
Associate Principal

Mrs. Jennifer Howell
Counselor

Mrs. Suzanne Wilson Yao
Counselor

STUDENT RECORDS REQUEST

Date: _____

The following student has enrolled at Mill Creek Middle School:

Student Name: _____

Current Grade Level: _____

School Last Attended: _____

School City, State: _____

School Phone: _____

We request the release of the following information/ documents in order to complete the enrollment process:

__X__ Transcript of Credits and Grades
__X__ Birth Certificate
__X__ Test Scores
__X__ Attendance Reports
__X__ Discipline Records (if any)
__X__ Records from prior schools
__X__ Health/ Immunization Records
__X__ Special Education Records: IEP / 504 (if applicable)
__X__ Confidential/ Sensitive Information

Please forward all requested records regarding the above-named student to mcmsfrontoffice@usd232.org. If you have should have any questions, please call the registrar at 913-667-3512.

Enter to Learn. Go Forth to Serve.