

Attention: Angela Murphy
Albert Lea Area Schools
211 W Richway Drive
Albert Lea, MN 56007
Fax Number 507-379-4898

ALBERT LEA AREA SCHOOLS

RELEASE OF EDUCATIONAL RECORDS

STUDENT NAME _____ Grade _____

Previous School Name _____

Previous School City – State – ZIP _____

Previous School Phone _____ Website _____

Please FAX and/or MAIL all of the following that may apply:

- MARSS Number (Minnesota students)
- Standardized Test Scores
- Activity and/or Athletic Violations
- Transcript, including Current Withdrawal Grades/Progress
- Immunization and Health Records
- Attendance Report
- Disciplinary Record
- Sports Physical
- Current IEP, most recent Evaluation Report, and other Special Education records (if applicable)
- 504 or Accommodation Plans (if applicable)
- ESL/ELL file, test scores, etc. (if applicable)
- Other _____

Parent/Student Signature _____ Date _____

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act [FERPA] [20 U.S.C. § 1232g; 34 CFR Part 99]). <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The previous district must send a fax copy of special education documents within 2 (two) business days of receiving this request in accordance with Minnesota statute 125A.515 subd. 5(a).

*Halverson Elementary | Hawthorne Elementary | Lakeview Elementary | Sibley Elementary
Southwest Middle School | Albert Lea High School
Albert Lea Area Learning Center*