

Start Date: \_\_\_\_\_ Faxed: \_\_\_\_\_

## Request for Student Records

### Part A - For Parents/Guardians

Parents or Guardians: please fill out Part A and mail or fax this form to the District Office – Enrollment, Northfield Public Schools, 201 Orchard Street S, Northfield, MN 55057 | Fax 507.663.0611.

|                           |                   |
|---------------------------|-------------------|
| Previous School Attended: |                   |
| School Address:           | City, State, Zip: |
| Phone Number:             | Fax Number:       |

*Below is the name, grade and birth date of my student who attended the above school.*

| Name of Student | Grade | Birthdate |
|-----------------|-------|-----------|
|                 |       |           |

### Part B - For Previous School

School Staff: please release the following information on the above-named student(s) and send it to the school indicated below (as applicable):

- Grades /Transcript with Test Scores & Withdrawal Grades if transfer is during school term
- Health and Immunization Records
- Special Education Records (504, IEP & Evaluation). If you are a district that uses SpEd Forms. Please transfer the file to Jordan Strieff at District 0659. [jstreiff@northfieldschools.org](mailto:jstreiff@northfieldschools.org) 507-645-3410
- Psychological Evaluations, Teacher Counselor Staff Observations
- Discipline/Violent behavior records per MN Statute 120A.22 subd7(e)
- Threat Assessments
- English Language Records and Scores. Please send to Jessie Huebsch at [jhuebsch@northfieldschools.org](mailto:jhuebsch@northfieldschools.org) 507-663-0622
- Preschool Screening Records

### Part C - Northfield Enrolling School

|                                                                                                                                                                                                                          |                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ Bridgewater Elementary (K-5)<br>401 Jefferson Parkway<br>Northfield, MN 55057<br>507.664.3300<br>(f) 507.664.3308<br><a href="mailto:kengle@northfieldschools.org">kengle@northfieldschools.org</a>                | _____ Greenvale Park Elementary (K-5)<br>500 Lincoln Parkway<br>Northfield, MN 55057<br>507.645.3500<br>(f) 507.645.3505<br><a href="mailto:eshaft@northfieldschools.org">eshaft@northfieldschools.org</a>          | _____ Spring Creek Elementary (K-5)<br>1400 Maple Street<br>Northfield, MN 55057<br>507.645.3470<br>(f) 507.645.3469<br><a href="mailto:aedwards@northfieldschools.org">aedwards@northfieldschools.org</a>                                                                                                                                |
| _____ Northfield Middle School (6-8)<br>2200 Division Street South<br>Northfield, MN 55057<br>507.663.0664<br>(f) 507.663.0660<br><a href="mailto:jhenriksen@northfieldschools.org">jhenriksen@northfieldschools.org</a> | _____ Northfield High School (9-12)<br>1400 Division Street South<br>Northfield, MN 55057<br>507.663.0636<br>(f) 507.645.3455<br><a href="mailto:mknutson@northfieldschools.org">mknutson@northfieldschools.org</a> | _____ Area Learning Center and Online<br>201 Orchard Street<br>Northfield, MN 55057<br>ALC 507.645.1201 or Online 507.645.3445<br>(f) 507.645.1250 or 507.663.0611<br><a href="mailto:jgroth@northfieldschools.org">jgroth@northfieldschools.org</a> or<br><a href="mailto:cneset@northfieldschools.org">cneset@northfieldschools.org</a> |

Name of School Representative

Date

This information is for the confidential use of the personnel who are directly concerned with the education of this child. Parental signature is no longer required for the release of records between school districts. Reference: Code of Federal Regulations, title 34, part 99, Minnesota Statute 13.32.