

Marine Village School

RECORDS RELEASE FORM



Small is Mighty

To Whom It May Concern:

\_\_\_\_\_  
*Student's Legal Name*

\_\_\_\_\_  
*Date of Birth*

previously attended your school \_\_\_\_\_

\_\_\_\_\_  
*School, City & State*

and is enrolling in grade \_\_\_\_\_ at Marine Village School, Marine on St. Croix, MN

**Please send the following:**

\_\_\_\_\_ Cumulative Records (transcript, attendance, discipline, standardized tests, birth certificate, guardianship/custody)

\_\_\_\_\_ Special Education Records (current IEP and last evaluation report, 504 plan)

\_\_\_\_\_ Health Records (physical examination forms, sports physical and immunizations)

\_\_\_\_\_ Current and/or Withdrawal Grades

**Please email or mail records to:**

[carlah@marinevillageschool.org](mailto:carlah@marinevillageschool.org)

Marine Village School  
550 Pine Street PO Box 247  
Marine on St. Croix, MN. 55047

\_\_\_\_\_  
*Parent/Guardian Name*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Home Address*

\_\_\_\_\_  
*City/State/Zip*

If registering after the start of the school year, reason for mid-year enrollment:

\_\_\_\_\_  
Parent/Guardian Signature

*This signature provides approval to request records for this student*

NOTE: Only a parent or legal guardian may register a student. If other than a parent, please attach legal documentation.

\*A SCHOOL CANNOT WITHHOLD RECORDS BECAUSE A STUDENT OWES THEM MONEY. (Minn.Stat.123B.37, Subd.2)