



# SAINT EDMOND CATHOLIC SCHOOL

2321 6<sup>TH</sup> Avenue North  
Fort Dodge, IA 50501

Phone: (515) 576-5182  
FAX: (515) 573-3601

## REQUEST FOR OFFICAL EDUCATION INFORMATION

Date: \_\_\_\_\_

Please send official school records for:

\_\_\_\_\_

LAST	FIRST	MIDDLE
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Grade: \_\_\_\_\_, who was enrolled at \_\_\_\_\_ school in \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

Birthdate: \_\_\_\_\_ New school to send records \_\_\_\_\_

### FOLLOWING INFORMATION WILL BE SENT:

Transcript (courses taken, grades earned, credits, explanation of your grading dates of attendance, attendance records, grade point average, class rank level completed, school attended, identifying information, co-curricular activities)

- Grades for current year
- Standardized test results
- Health Record
- Discipline Records
- Psychological services report, if any
- Special Education information, if any
- Social Worker involvement, if any
- Limited English Proficiency help, if any
- Other Information, which may be helpful in admission or placement of this student

Records request is authorized by:

\_\_\_\_\_  
(Printed Name of Parent/Legal Guardian)

\_\_\_\_\_  
(Signature of Parent/Legal Guardian)

\_\_\_\_\_  
(Date)

Records are requested by:

\_\_\_\_\_  
Signature of School Personnel Requesting Records

\_\_\_\_\_  
Date

IN ACCORD WITH REVISED FEDERAL AND STATE STATUES, PERMISSION OF THE PARENT OR ADULT STUDENT IS NO LONGER REQUIRED WHEN RECORDS ARE REQUESTED BY AUTHORIZED PERSONNEL.

**Please forward these records to FAX # (515) 573-3601. Thank you.**