



MINNESOTA VIRTUAL SCHOOL FOR SUCCESS

ISD #402

200 E. Lincoln Street ~ P.O. Box 137

Hendricks, MN 56136

www.mnvss.org

Bruce Houck, Superintendent

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REQUEST FOR RECORDS

Student Name: _____

Grade: _____ Birthdate: _____ Withdrawal Date: _____

Last Location of Attendance: _____

School Address/City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Signature of parent or guardian _____

Current Address: _____

Phone Number: _____ Work Number: _____

Please forward the following records for the above named students:

- _____ Transcript and cumulative folder
- _____ MARSS Number (Minnesota Students)
- _____ Grade at time of withdrawal
- _____ Test Data and Basic Standard Test Scores
- _____ Special Education records including current IEP and recent assessment data
- _____ Health Records including immunization records and athletic physicals
- _____ Other pertinent information

Thank you,

Bruce Houck
Superintendent

Equal Opportunity Employer