

# Special District 6 Records Release Form

South St. Paul  
Public Schools



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

To Whom It May Concern:

Student Name \_\_\_\_\_

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

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

School, City & State

and is enrolling in grade \_\_\_\_\_ at \_\_\_\_\_

School, City & State

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 FAX student records to the following school:

**Lincoln Center Elementary** (K-Grade 5)

357 - 9th Avenue North, South St. Paul, MN 55075

Phone: (651) 457-9476 Fax: (651) 457-9423

lc.enroll@sspps.org

**South St. Paul Secondary** (Grades 6-12)

700 North Second Street, South St. Paul, MN 55075

Phone: (651) 457-9475 Fax: (651) 306-3661

sec.enroll@sspps.org

**Kaposia Education Center** (K-Grade 5)

1225 - First Avenue South, South St. Paul, MN 55075

Phone: (651) 451-9260 Fax: (651) 457-9453

kec.enroll@sspps.org

**Community Learning Center** (Grades 9-12)

141 - 6th Street South, South St. Paul, MN 55075

Phone: (651) 450-9966 Fax: (651) 306-3666

clc.enroll@sspps.org

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

Phone number \_\_\_\_\_

Date \_\_\_\_\_

Home address (proof of residency may be required) \_\_\_\_\_

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

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

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