

REQUEST FOR STUDENT RECORDS

MONONA GROVE STUDENT INFORMATION:				
Student Last Name: <i>(legal)</i>		Student First Name: <i>(legal)</i>		Date of Birth:
Address:		Apt:	City:	State: Zip:
Date of Enrollment In Monona Grove School District:		School of Attendance in Monona Grove School District:		Grade: School Year:

PREVIOUS SCHOOL TO OBTAIN RECORDS FROM:			
Previous School Name:		Previous School District Name:	
Previous School Street Address:		City:	State: Zip:
Previous School Phone Number: ()		Previous School Fax Number: ()	

RECORDS REQUESTING FROM PREVIOUS SCHOOL:	
<p>Student Cumulative Records to be released:</p> <ul style="list-style-type: none"> ● Behavior Records {{118.125(1)(a)}} ● Attendance Records ● Progress Records {{118.125(1)(c),(cm)}} ● Grades In Progress ● Health and Immunization Records ● WIAA Athletic Card & Eligibility Verification 	<p>Special Education and 504 Records to be released:</p> <ul style="list-style-type: none"> ● Current Individualized Education Program (IEP) ● IEP Team Evaluation Report ● Consents for Evaluation ● Consent for Placement ● Other Special Education Records ● 504 Plan

SIGNATURE OF PARENT/LEGAL GUARDIAN	
Signature of Parent/Legal Guardian:	Date Signed:

**FAX: For Special Education Student - Current IEP, Evaluation and 504 Plan To:
MGSD Student Services Department at: 608-223-6516**

**FAX: For Students in Grades 5-12 – Transcript, Schedule and In Progress Grades To:
MGSD Registrar at: 608-221-7688**

**Mail All Student Cumulative Records To:
Monona Grove School District
Attn: District Registrar
5301 Monona Drive
Monona, WI 53716**

MONONA GROVE SCHOOLS - OFFICE USE ONLY										
Signature of Employee:	Date Signed:									
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Taylor Prairie Elementary School</td> <td><input type="checkbox"/> Winnequah Elementary School</td> <td><input type="checkbox"/> Monona Grove High School</td> </tr> <tr> <td><input type="checkbox"/> Together 4 Kids School (T4K)</td> <td><input type="checkbox"/> Glacial Drumlin School</td> <td><input type="checkbox"/> Monona Grove Liberal Arts Charter School</td> </tr> <tr> <td><input type="checkbox"/> Cottage Grove Elementary School</td> <td></td> <td>for 21st Century (MG21)</td> </tr> </table>		<input type="checkbox"/> Taylor Prairie Elementary School	<input type="checkbox"/> Winnequah Elementary School	<input type="checkbox"/> Monona Grove High School	<input type="checkbox"/> Together 4 Kids School (T4K)	<input type="checkbox"/> Glacial Drumlin School	<input type="checkbox"/> Monona Grove Liberal Arts Charter School	<input type="checkbox"/> Cottage Grove Elementary School		for 21 st Century (MG21)
<input type="checkbox"/> Taylor Prairie Elementary School	<input type="checkbox"/> Winnequah Elementary School	<input type="checkbox"/> Monona Grove High School								
<input type="checkbox"/> Together 4 Kids School (T4K)	<input type="checkbox"/> Glacial Drumlin School	<input type="checkbox"/> Monona Grove Liberal Arts Charter School								
<input type="checkbox"/> Cottage Grove Elementary School		for 21 st Century (MG21)								