

Records Request Form

School Year: 2018-2019

PLEASE RETURN TO:

Willa Taylor
Cyber Village Academy
768 Hamline Av. S, St. Paul MN 55116
wtaylor@cybervillageacademy.org
Fax: 651-523-7113

SPED FORMS TRANSFERS TO:

Elizabeth Knoll, District No. 4025

Name of Student: _____ Birth Date: _____

Last School Attended: _____

School Address: _____

School Telephone: (_____) - _____ - _____ Fax: (_____) - _____ - _____

The above named student has enrolled in Cyber Village Academy for the 2018-2019 school year. The student will be starting at CVA on _____, 2018.

Please send the following information:

- Transcript of subjects and current grades
- Achievement, scholastic aptitude, and any other standardized test scores
- Administrative data (attendance, discipline)
- MARSS Number: _____
- Psychological reports and/or Discipline reports
- Special Education information: assessment reports, evaluation materials, IEPs, PWNs, progress reports, other pertinent information
- 504 Accommodation information
- Student health and immunization records

Parent permission is no longer required for educational records sent between educational institutions (Minnesota Government Data Practices Act, Minn. Stat § 13.32, subd. 3, the Family Educational and Privacy Rights Act, U.S.C. title 20, § 1232G(B)(1)(I), and the Code of Federal Regulations, Title 34, § 99.36.)

A school cannot withhold records because a student owes them money. (Statute 123B.73)