



2018-2019 STEP Academy

Records Release Form

Enrollment Document 5

Not applicable for Kindergarten enrollment.

To be completed by parent or guardian

A SCHOOL CANNOT WITHHOLD RECORDS BECAUSE A STUDENT OWES THEM MONEY.
(Minn. Stat. 123B37, Subd 2)

To Whom It May Concern:

Student Name

Date of Birth

previously attended your school _____
School Name, City, State

and is enrolling in grade _____ at STEP Academy.

Please forward the following:

_____ Cumulative Records (transcript, attendance, discipline, standardized test scores, birth certificate, guardianship)

_____ Special Education Records

_____ Health Records (physical examination forms, sports physical, immunization record)

_____ Current and/or Withdrawal Grades

Thank you,

STEP Academy Records Office
Fahmo Osmon, Records Administrator
Phone: 651-289-6120
Fax: 651-457-4692
Email: Fahmo@stepacademymn.com

STEP Academy Records Office
835 5th Street East
St. Paul, MN 55106

Parent/Guardian Signature

Date

Phone Number