



REQUEST FOR RECORDS

Monticello Public Schools #882

Please complete this section:

Student Last Name	First Name	MI	Birthdate	Enrolling Grade
Prior district/school	City, State	School contact name and phone		

Transfer to district:

District Name	District Number	District Type	Student Start Date	MARSS
Monticello Public Schools	882	01		

Please send the following records:

- Administrative records [student's name, birthdate, parent/guardian info, address, phone numbers]
- Transcripts/report cards or exit grades if between grading periods
- Include immunization records
- Standardized testing results
- MARSS number
- Discipline records
- Special Services, IEP, psychological reports, CD evaluations/summaries
- ELL/LEP records
- Other information that may be helpful in the placement of the student

Please email [preferred], mail, or fax to the school contact indicated below:

[We are now an Infinite Campus School! Please use the electronic records transfer if available!]

Mail	Contact Name	Email	Phone	Fax
Eastview Education Center 9375 Fenning Ave Monticello MN 55362	Kris Hickman	kris.hickman@monticello.k12.mn.us	763-272-2900	763-272-2909
Pinewood Elementary 1010 West Broadway Monticello MN 55362	Sue Lanners	sue.lanners@monticello.k12.mn.us	763-272-2400	763-272-2409
Little Mountain Elementary 9350 Fallon Ave Monticello MN 55362	Cary Gindele	cary.gindele@monticello.k12.mn.us	763-272-2600	763-272-2609
Monticello Middle School 800 East Broadway Monticello MN 55362	Chris Schyma	christine.schyma@monticello.k12.mn.us	763-272-2100	763-272-2109
Monticello High School 5225 School Blvd Monticello MN 55362	Traci Tapiz	traci.tapiz@monticello.k12.mn.us	763-272-3019	763-272-3023
Turning Point ALP 406 East 7th St Ste 200 Monticello MN 55362	Jody Kramer	jody.kramer@monticello.k12.mn.us	763-272-3200	763-272-3209