



New Century School

1380 Energy Lane Suite 108, St. Paul, MN 55108

TRANSFER OF STUDENT RECORDS REQUEST 2020/2021

A transfer of records is requested for:

[Student Name]

[Student Date of Birth]

Parent/ Guardian's Name: _____

Previous School Name: _____

Previous School Phone: _____

Previous School Address: _____

Please take notice that _____ is
enrolled at NEW CENTURY SCHOOL beginning (Enter Date) _____.

The following records are requested: (Please send entire student records file if allowed by district policy.)

- State Reporting/MARSS Number
- Student behavioral records/ Grades record / All Record on file
- M-Team and I.E.P. records and anecdotal reports
- 504 plan (if any)
- Social worker involvement (if any) Health and Immunization records
- Limited English Proficiency help (if any)

Other information which may be helpful in admission, or placement of this student Standardized test scores (e.g. MCA, NWEA)

Please send to:

NEW CENTURY SCHOOL
1380 ENERGY LANE SUITE 108, ST. PAUL, MN 55108
Phone: 651-478-4535 Fax: 651-305-0891