



444 4th Street West | Dickinson ND 58601
Phone: (701) 456-0002 | Fax: (701) 456-0035
www.dickinson.k12.nd.us

Request for Student Records

Date _____

1. Name _____

Date of Birth _____ Age _____ Current Grade _____

2. Name _____

Date of Birth _____ Age _____ Current Grade _____

3. Name _____

Date of Birth _____ Age _____ Current Grade _____

Name of Previous School _____

School Address _____

Street or P.O. Box

City

State

Zip

Phone # _____

Fax # _____

FOR INCOMING 9TH-12TH STUDENTS:

UPON RECEIPT EMAIL tzubke@dpsnd.org or FAX Dickinson High School at 701-456-0019:

- ◆ Unofficial Transcript
- ◆ Withdrawal Grades
- ◆ Immunization Records

FOR ALL GRADES, SEND THE FOLLOWING INFORMATION:

- ◆ Transcripts
- ◆ Birth Certificate
- ◆ Immunization Records
- ◆ Health/Medical Records
- ◆ Behavior and Attendance Records
- ◆ Cumulative Records (Current Grades/Attendance)
- ◆ Standardized Testing Scores
- ◆ Individual Education Plans (IEP)
- ◆ Psychological Evaluation Records
- ◆ ELL (Information/Testing)

SEND TO:

Lisa Myran / Imyran@dpsnd.org
Dickinson Public Schools
444 4th Street West | Dickinson, ND 58601

PARENT AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

Parent/Guardian Signature

Date

Although parental permission is not required for this transfer of records*, we provide it for your convenience.

*Parental permission is no longer required when records are requested by authorized school personnel. (Family Ed. Rights and Privacy Act, Vol. 41, No. 11B, Page 24673)