Mounds View PUBLIC SCHOOLS

AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

Mounds View School District No. 621

Name _____, _____, _____
Last First Middle

Maiden Name _____
(or name while attending high school, if different from above name)

Phone Number _____ Date of Birth_____

E-mail _____ Date of Graduation _____

Name of High School attended _____
(*Mounds View High School or Irondale High School)*

In order to expedite processing your transcript, please indicate below if you attended and/or participated in the following schools/programs:

_____ Area Learning Center (ALC) _____ Oak Grove High School ____ Adult Basic Education (ABE)

I authorize the release of records, please indicate how many & type below:

	# of copies	
Official Transcript	**_____**	**(in sealed envelope)**
Non-Official Transcript	**_____**	**(Student Copy)**
Immunization Record	**_____**	

Please note - There is a $3.00 processing fee for a transcript and/or immunization record copy

Please send the above records to the following address(es) (*additional locations can be written on back)***:**

_____
Name of Person/College/Education Institution/Agency

_____
Street *City* *State/Zip Code*

_____ _____
SIGNATURE (Required) **Date**

Please make check payable to "Mounds View Public Schools." Mail this completed <u>form and payment</u> to the appropriate location:

Records for Mounds View High School
If graduation is 2005 to present: Mounds View High School – Attn Transcripts
1900 Lake Valentine Road, Arden Hills MN 55112-2841
If graduation prior to 2005: District Office Mounds View Public Schools – Attn Transcripts
350 Highway 96 West, Shoreview MN 55126-1951

Records for Irondale High School
If graduation is 1990 to present: Irondale High School – Attn Transcripts
2425 Long Lake Road, New Brighton 55112-5267
If graduation prior to 1990: District Office Mounds View Public Schools – Attn Transcripts
350 Highway 96 West, Shoreview MN 55126-1951

Records for other programs or uncertain
All graduation years District Office Mounds View Public Schools – Attn Transcripts
350 Highway 96 West, Shoreview MN 55126-1951