



SCHAEFFER ACADEMY

A CHRIST-CENTERED AND CLASSICAL EDUCATION

REQUEST FOR COPY OF STUDENT RECORDS

Name of School: _____

Attention: Admissions Office

Contact Email: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

The following student has applied to Schaeffer Academy and we are considering enrollment. Please provide copies of the following cumulative record applicable for the following student:

Student _____ Birthdate: _____

1. Current year-to-date report card *and* to-date progress report if school year is in session
2. Report cards (for the past two academic years)
3. National Standardized Achievement Test score summary (for the past two academic years)
4. High School Transcript (grades 9-12), college pre-test and entrance test results
5. Attendance Record
6. Behavior Record
7. IEP, Accommodation and other Reports, if any
8. Kindergarten Developmental Screening "test with summary results"
9. MN Basic Standards Testing/MN Profiles of Learning (high standards)
10. Extra-curricular participation Information (i.e., drama, athletics, clubs, etc.)
11. Pre-school evaluation or progress report

Please email or fax the documents to Schaeffer Academy as follows:

Requested By: Schaeffer Academy

Attention: Jill M. Wirth, Registrar (Confidential)

Email: wirth.jill@schaefferacademy.org

2700 Schaeffer Lane NE

Rochester, MN 55906

Phone: (507) 286-1050

Fax: (507) 282-3823

Parent Authorization:

I authorize the records above to be sent to Schaeffer Academy.

Parent/Guardian Signature

Date

Thank you for providing this information in a timely manner. If these records are not held in your office, please call or fax me with the information necessary to process this request. Your help is appreciated.