

# St. Paul Lutheran Church & School

Rev. Timothy J. Shoup, Administrative Pastor  
Rev. Mark R. Palmer, Associate Pastor  
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Gerald R. Schmidt, Principal  
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## SCHOOL RECORDS RELEASE REQUEST

RE: \_\_\_\_\_  
(Student's Name) (Grade) (Date of Birth)

TO WHOM IT MAY CONCERN:

The above named student enrolled at St. Paul Lutheran School on \_\_\_\_\_. In compliance with the Federal Regulations – Family Education Rights and Privacy Act, Final Rule on Education Records – Federal Register Volume 41, Number 118, Page 24673 stating that parental permission is no longer required to release records between school or school systems when requested by authorized school personnel, please send the following records:

- \_\_\_\_\_ Grades (both previous and to date of withdrawal)
- \_\_\_\_\_ Attendance records including enrollment and withdrawal dates
- \_\_\_\_\_ Standardized, Group, Aptitude, and Achievement Tests
- \_\_\_\_\_ Health, Medical, and Immunization Records
- \_\_\_\_\_ Other (Please include current IEP if student has special needs)

Please address records to:

St. Paul Lutheran School  
Attn: Trisha Anderson  
P.O. Box 577  
Bonduel, WI 54107-0577

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

Gerald R. Schmidt  
Principal

\_\_\_\_\_  
Parent's Signature