

Rev. Timothy J. Shoup, Administrative Pastor
t.shoup@stpaulbonduel.com
Rev. Mark R. Palmer, Associate Pastor
m.palmer@stpaulbonduel.com
Aaron M. Landgrave, Principal
a.landgrave@stpaulbonduel.com



St. Paul Lutheran

— CHURCH & SCHOOL —

240 E. Green Bay Street
P. O. Box 577
Bonduel, WI 54107
Church: 715-758-8559
School: 715-758-8532
Fax: 715-758-6352
www.stpaulbonduel.com

SCHOOL RECORDS RELEASE REQUEST

To: _____
(School Name) (Fax Number)

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,

Aaron M. Landgrave
Principal