



Christine Spevacek, Interim Principal
Christy McFadden, Enrollment Coordinator
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Website: annunciationmsp.org/school
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REQUEST FOR OFFICIAL EDUCATIONAL RECORDS

DATE:

TO:

Fax/Email:

Please fax or email the official records for:

With a birthdate/grade level of:

Please send the following:

- Most recent school year records, including grades, attendance, discipline and standardized test scores.
- Prior years records (at least 3 years if applicable), including grades, attendance and standardized test scores.
- Special education/services information, if any (IEP, 504 plan, etc.) Other information which may be helpful in planning and implementing the student's school program.
- Immunization Records

Please send all of the above information to Christy McFadden:

EMAIL (preferred): cmcfadden@annunciationmsp.org

FAX: 612-824-0998

PHONE: 612-823-4394 with any questions

Thanks in advance for your help!!