



221 3rd Street Mellette, SD 57461 Phone (605) 887-3467 Fax (605) 981-5626

Rob Lewis, Superintendent/Special Ed Director
Christopher Ulrich, 6-12 Principal
Nora Groft, Athletic Director

Richard Osborn, K-5 Principal/iSucceed High School
Jenna Brinkman, Business Manager
Jessica Halvorson, Administrative Assistant

RECORD RELEASE REQUEST

Previous School _____
Address _____
Phone # _____
Fax # _____

Dear Registrar,

The student(s) listed below have enrolled with the Northwestern Area School District. Their registration shows that they were last enrolled in your school. We request that you send all pertinent records including but not limited to transcripts, report cards, placement tests, health records, attendance, achievement, psychological, IEP, or personality tests. This letter has been countersigned by the parent/guardian indicating their permission for release of these records to us.

Student(s) Name	Grade Level	Enrollment Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for providing this information in a timely manner.

Sincerely,

Rob Lewis – Superintendent/Special Education Director
Richard Osborn – K-5 Principal/iSucceed School Principal
Christopher Ulrich - 6-12 Principal

Parental Release: Permission is hereby granted for the release of all records for my above named children to the Northwestern Area School District 56-7 of Mellette, SD.

Date

Parent/Guardian Signature