



ISD #704  
Proctor Public School  
Authorization of Release of School Records

Previous School Attended: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

School Phone # \_\_\_\_\_ School Fax # \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Please send the following information to:**

Bay View Elementary  
Atten: Heather Budisalovich  
8708 Vinland Street Duluth, MN 55810  
Phone: 218.628.4949  
Fax: 218.628.4951  
[hbudisalovich@proctor.k12.mn.us](mailto:hbudisalovich@proctor.k12.mn.us)

- Official School Records (including last report card and grades up to date of leaving and all standardized group test results)
- Health Records (including immunizations, allergies, medical reports, health related services)
- Special Education Records (including current IEP, testing results, and related services)
- Minnesota Basic Standards Test Results
- Copy of Birth Certificate
- Preschool Screening

**Minnesota State Reporting Number (MARSS#):** \_\_\_\_\_

It is not necessary for parents to sign a release when records are being passed from school to school.  
(Federal law 99.31- "No parent signature required for educational records sent to another educational agency").