

# St. Francis Area Schools

4115 Ambassador Boulevard NW, St. Francis, MN 55070  
763-753-7040 • [www.isd15.org](http://www.isd15.org)

## Student Record Request

Education/health information is requested for:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_  
Month, Day, Year

Last school attended \_\_\_\_\_ District # \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School Phone Number \_\_\_\_\_ School Fax \_\_\_\_\_

Does student have an IEP?  Yes  No

Student lives in St. Francis Area Schools —or—  Student is open enrolling

Today's date \_\_\_\_\_ Date student is starting school \_\_\_\_\_

Please release the Official Education Record of the above student including identifying information, courses, attendance record, birth certificate, standardized test results, teacher evaluation, health records, and other information which may be helpful (particularly Special Education Records) in planning and implementing the student's school program. Please do not forget to include the student's MARSS number.

Send records to:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> St. Francis High School (9-12)<br>St. Francis Area Schools<br>3325 Bridge Street<br>St. Francis, MN 55070<br>attn: Kara Merrifield<br>Email: <a href="mailto:kara.merrifield@isd15.org">kara.merrifield@isd15.org</a><br>Fax: 763-213-1691 | <input type="checkbox"/> St. Francis Elementary School (K-5)<br>St. Francis Area Schools<br>22919 St. Francis Boulevard<br>St. Francis, MN 55070<br>attn: Shelly Tradewell<br>Email: <a href="mailto:shelly.tradewell@isd15.org">shelly.tradewell@isd15.org</a><br>Fax: 763-753-5180 | <input type="checkbox"/> East Bethel Elementary School (K-5)<br>St. Francis Area Schools<br>21210 Polk Street NE<br>East Bethel, MN 55011<br>attn: Annie Mickelburg<br>Email: <a href="mailto:annie.mickelburg@isd15.org">annie.mickelburg@isd15.org</a><br>Fax: 763-434-7627 |
| <input type="checkbox"/> St. Francis Middle School (6-8)<br>St. Francis Area Schools<br>23026 Ambassador Blvd.<br>St. Francis, MN 55070<br>attn: Sandy Barette<br>Email: <a href="mailto:sandy.barette@isd15.org">sandy.barette@isd15.org</a><br>Fax: 763-753-7718  | <input type="checkbox"/> Cedar Creek Elementary School (K-5)<br>St. Francis Area Schools<br>21108 Polk Street NE<br>East Bethel, MN 55011<br>attn: Linda Stelmacher<br>Email: <a href="mailto:linda.stelmacher@isd15.org">linda.stelmacher@isd15.org</a><br>Fax: 763-434-7679        | <input type="checkbox"/> Saints Academy/Saints Online<br>St. Francis Area Schools<br>4111 Ambassador Blvd. NW<br>St. Francis, MN 55070<br>attn: Gail Gessner<br>Email: <a href="mailto:gail.gessner@isd15.org">gail.gessner@isd15.org</a><br>Fax: 763-753-7749                |