



Moose Lake Community School

4812 County Road 10
Moose Lake, MN 55767
Phone: 218-485-4435

REQUEST FOR STUDENT TRANSCRIPT

The following student has enrolled in our school district:

Name _____

Grade _____ Date of Birth _____

Please send us a complete transcript of grades 7-12. Include the following:

- Basic Standards Test records
- Date of withdrawal from your school
- Incomplete and failing grades
- Transcript/Amount of credit earned in each subject
- Key to your grading system (i.e., 4.0 = 12, etc.)
- Interest, aptitude, competency and achievement test records
- Health/Immunization records
- Attendance records
- Psychological Evaluation/Assessment
- Special Education Plan - IEP
- State Identification Number (Minnesota)
- 504 Plan if available

If a student left before the end of a term, please list the subjects that they were taking and the grades to date of leaving, and any other information that would be helpful to us.

Please mail this information to:

Pam Litsey, Counselor
Moose Lake High School
4812 County Road 10
Moose Lake, MN 55767

Or email to gloria.hoffmann@isd97.org

Permission is granted to release the above information to Moose Lake High School, Moose Lake, Minnesota

Name of Former School _____

Address _____

Former District Contact & Email Address _____

Signature _____