

<b>Ray Public School</b>	224 2nd Ave W—PO Box 564 RAY, NORTH DAKOTA 58849	PH: 701-568-3301 FX: 701-568-3302
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Matthew Heier  
High School Principal

Benjamin L. Schafer, Superintendent  
Jennifer Skor, Business Manager

School Board:  
Paul Weyrauch, President  
Angie Kupper, V. P.

Bernadette Perdue  
Elementary Principal

Kelli Heier, Secretary

Ryan Olson  
Rick Sigvaldsen  
Benjie Foss

[www.ray.k12.nd.us](http://www.ray.k12.nd.us)

**RELEASE OF STUDENT RECORDS:**

In accordance with Public Law #93-380 "Protection of Rights and Privacy of Parents and Students":

I hereby give my permission to release copies of the school records of:

\_\_\_\_\_ to Ray Public School.

(Student's Name)

I further give permission to release copies of any Special Education records to the Ray Public School. It is understood that, at my request, I may examine the contents of these records.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_ has enrolled in our school on \_\_\_\_\_  
(Student's Name) (Date)

in grade \_\_\_\_\_ effective \_\_\_\_\_.

Please **fax** the following information *immediately*:

- Copy of Birth Certificate (if available)
- Immunization Records

Please **mail** all of the following records upon *transferring out*:

- Transcript, listing credits earned (if applicable)
- Last report card/Transfer grades
- Standardized Test Scores
- Other Health Records, especially disabilities
- Special Education Records (IEP)
- Grade(s) attended in your school

Thank you,

\_\_\_\_\_  
(Authorized School Personnel)

\_\_\_\_\_  
(Title)