

NEWBURG PUBLIC SCHOOLS

DISTRICT R-II
701 WOLF PRIDE DRIVE, P.O. BOX C
NEWBURG, MISSOURI 65550-0503
(573) 762-9653

Dr. Lynne Reed
Superintendent
(573) 762-3040- FAX

Wayne Juliano
High School Principal
(573) 762-0140- FAX

Russ Mudd
Elementary Principal
(573) 762-2498- FAX

Records Request

Student Name: _____ Grade: _____ Graduation Year _____

The above named student has enrolled at Newburg R-II School. Please forward the following information to our school as soon as possible.

- _____ Withdrawal form to include subject areas and grades to date.
- _____ Transcript of credits earned with grade and record interpretation.
- _____ US Constitution and MO Constitution pass/fail information.
- _____ Health and immunization records.
- _____ Test records to include MAP Assessment, MAP, EOC, and ACT if applicable.
- _____ Special service documents including diagnostic summary and current IEP.
- _____ Discipline records.

Please include any other information that you feel may be helpful. Your immediate action in responding to this request is appreciated and will better help us serve the needs of the student. If you have questions, concerns, or do not have records on this student, please let us know by phoning 573-762-9653 ext. 1301
Thank you!

Dates of Attendance: _____

Send to Registrar:
Newburg High School
701 Wolf Pride Drive
P.O. Box C
Newburg, MO 65550

Transferring from:

Phone: 573-762-9653 ext. 1301
Fax: 573-762-0140
Email: kdelong@newburg.k12.mo.us

Phone: _____
Fax: _____

The Family Educational Rights and Privacy Act (FERPA) states that the signature of a parent/guardian in **not** required for school records to be sent to another educational facility however, when a parent/guardian is available, we do request his/her signature.

Parent Signature _____ Date _____