

**NEWBURG PUBLIC SCHOOLS**

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

Dr. Randy Caffey  
Superintendent  
(573) 762-3040- FAX

Russ Mudd  
K-12 Principal  
(573) 762-0140- FAX

Leo Clark  
Assistant K-12 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.4002 or email [kdelong@newburg.k12.mo.us](mailto:kdelong@newburg.k12.mo.us)

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 4002  
Fax: 573-762-0140  
Email: [kdelong@newburg.k12.mo.us](mailto: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