



Student Record Request

Missoula County Public Schools

Forward Thinking, High Achieving.

This constitutes an official request for a complete set of student records. The parent signature below indicates notice to parents and consent by parents for the release of student records. Please send all records including cumulative records, transcripts, health and immunization records, group test results, birth certificate, special education records and individual assessments administered for exceptional children.

Student Information

Student Name: _____
(Last) (First) (Middle)

Student Date of Birth: _____ Grade: _____

Last School Attended: _____
(School Name) (Phone #) (Fax#)

(Mailing Address)

(City)

(State)

(Zip)

Parent/Guardian Authorization

I authorize the release of the above requested information.

Signature: _____ Date: _____
(Parent or Legal Guardian)

Please send the student records to:

☐ C.S. Porter Middle School
2510 W. Central Ave.
Missoula, MT 59804
(406)542-4060
Fax: (406)542-4098

☐ Hawthorne Elementary
2835 S. 3rd St. W.
Missoula, MT 59804
(406)542-4025
Fax: (406)542-4027

☐ Paxson Elementary
101 Evans Ave.
Missoula, MT 59801
(406)542-4055
Fax: (406)542-4058

☐ MCPS Preschool
Jefferson Center
1700 South Ave. W
Missoula, MT 59801
(406)542-4030
Fax: (406)542-4038

☐ Chief Charlo Elementary
5600 Longview Drive
Missoula, MT 59803
(406)542-4005
Fax: (406)721-2977

☐ Lewis & Clark Elementary
2901 Park Street
Missoula, MT 59801
(406)542-4035
Fax: (406)542-4037

☐ Rattlesnake Elementary
1220 Pineview Drive
Missoula, MT 59802
(406)542-4050
Fax: (406)542-4059

☐ Cold Springs Elementary
2625 Briggs Street
Missoula, MT 59803
(406)542-4010
Fax: (406)542-4012

☐ Meadow Hill Middle School
4210 Reserve Street
Missoula, MT 59803
(406)542-4045
Fax: (406)721-4418

☐ Russell Elementary
3216 Russell Street
Missoula, MT 59801
(406)542-4080
Fax: (406)721-7063

☐ Franklin Elementary
1901 S. 10th St. W.
Missoula, MT 59801
(406)542-4020
Fax: (406)728-7373

☐ Lowell Elementary
1200 Sherwood Street
Missoula, MT 59802
(406)542-4040
Fax: (406)542-4042

☐ Washington Middle School
645 W. Central Ave.
Missoula, MT 59801
(406)542-4085
Fax: (406)721-7346

PLEASE FAX UPON RECEIPT:

- * Immunization Record
- * Birth Certificate
- * IEP Record
- * Evaluation Report

PLEASE MAIL:

- * Cumulative Record
- * Birth Certificate
- * Complete Special Ed. File
- * Group Test Results
- * Individual Assessments

For questions, please contact the attendance area school directly or (406) 728-2400 ext. 1030 for the Administration Building Receptionist.