Request for Student Records  
Missoula County Public Schools

Welcome! Please select the MCPS High School student will be enrolled in.

- Big Sky High School  
  3100 South Ave. W.  
  Missoula, MT 59804  
  Phone# (406)728-2400 ext. 8030  
  Fax# (406) 329-5902  
  Email: dpengelly@mcpsmt.org

- Hellgate High School  
  295 Gerald Ave.  
  Missoula, MT 59801  
  Phone# (406)728-2400 ext. 6023  
  Fax# (406) 728-2496  
  Email: lwillumsen@mcpsmt.org

- Seeley-Swan High School  
  P.O. Box 416  
  Seeley Lake, MT 59868  
  Phone# (406) 677-2224  
  Fax# (406) 677-2949  
  Email: astevenson@mcpsmt.org

- Sentinel High School  
  901 South Ave. W.  
  Missoula, MT 59801  
  Phone# (406)728-2400 ext. 7024  
  Fax# (406) 329-5959  
  Email: ddhasquet@mcpsmt.org

Please provide student’s previous school information.

TO: ____________________________________________  (Former School)

ADDRESS: ____________________________________________

PHONE: ___________________ FAX: ___________________

STUDENT NAME: ___________________ GRADE: __________

I authorize the release of the above-named student’s records as indicated below for your purposes of school placement and/or education planning. I acknowledge notification of this transfer of records as required by the Family Education Rights and Privacy Act of 1974. I understand the student and/or I have a right to a copy at our expense, if requested, and have an opportunity for a hearing to challenge the content of records. I understand that the information transferred is treated in a confidential manner and interpreted by competent school personnel. They will not be transmitted to a third party without my consent.

PARENT/GUARDIAN SIGNATURE: ___________________ DATE: __________

CURRENT ADDRESS: ___________________ PHONE: ___________________

RELATIONSHIP TO STUDENT: ___________________

PLEASE MAIL:  
* Official High School Transcript - Stamped with School Seal  
* Academic Records (test scores, cumulative file)  
* Health/Medical Records  
* Special Education and Psychological Records

PLEASE FAX OR EMAIL UPON RECEIPT:  
* Transcript and Withdrawal Grades  
* Immunization Record  
* Behavior and Attendance Records  
* IEP Record