



# Student Record Request

## Missoula County Public Schools

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

Jeannette Rankin Elementary  
5150 Bigfork Rd.  
Missoula, MT 59803  
(406)542-4010  
Fax: (406)542-4012

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

**PLEASE FAX UPON RECEIPT:**

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

Franklin Elementary  
1910 S. 11th St.  
Missoula, MT 59801  
(406)542-4020  
Fax: (406)728-7373

Lowell Elementary  
1215 Phillips Street  
Missoula, MT 59802  
(406)542-4040  
Fax: (406)542-4042

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

**PLEASE MAIL:**

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

Hawthorne Elementary  
550 Hiberta Street  
Missoula, MT 59804  
(406)542-4025  
Fax: (406)542-4027

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

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

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