

Penn Campus
Preschool through 3rd Grade
7540 Penn Ave. S.
Richfield, MN 55423
612-866-6906
telleztrejoa@btcsmn.org@btcsmn.org



Nicollet Campus
4th through 8th Grade
6720 Nicollet Ave. S.
Richfield, MN 55423
612-869-5200
roblesv@btcsmn.org

Authorization to Release Information

Student Name

Date of Birth

Grade

Please send the records to:

Angelina Tellez Trejo
Blessed Trinity Penn Campus
7540 Penn Ave. S.
Richfield, MN 55423
Phone: 612-866-6906
Fax: 612-234-4707
Email: telleztrejoa@btcsmn.org

Vanessa Robles
Blessed Trinity Nicollet Campus
6720 Nicollet Ave. S.
Richfield, MN 55432
Phone: 612-869-6906
Fax: 612-757-2191
Email: roblesv@btcsmn.org

To obtain specific information identified below from:

Organization/School

Address

City, ST

Zipcode

Contact Name

Phone

Fax

Email

- Transcript for all years student was in attendance
- Grades to date
- All standardized test scores (Minnesota MCA, WMAP, other)
- WIDA / English Language Proficiency Test scores for all years student was in attendance
- Special Education records – evaluation reports (504, IEP)
- Immunization records, health data
- Teacher, counselor, staff observations
- Birth Certificate
- Social worker report
- Other (specify) _____

For the purpose of:

- Prospective student (do not unenroll)
- Transferring / transferred to Blessed Trinity
- Other

Parent / Guardian Signature

Date

In accordance with Federal and State Statutes, permission of the parent is no longer required when authorized school personnel request records.

Updated 8/2025