

**Penn Campus**  
Preschool through 3rd Grade  
7540 Penn Ave. S.  
Richfield, MN 55423  
612-866-6906  
fernandezy@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:

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Yeni Fernandez  
**Blessed Trinity Penn Campus**  
7540 Penn Ave. S.  
Richfield, MN 55423  
Phone: 612-866-6906  
Fax: 612-234-4707  
Email: fernandezy@btcsmn.org

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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 8/2023**