



Mount Horeb Area School District
1304 E Lincoln St.
Mount Horeb, WI 53572

Authorization to Request and Receive Student Records

The Mount Horeb Area School District is authorized to request and receive student records on behalf of _____, he/she is
(student name)
currently in _____ grade and will be starting at MHASD on _____.

Releasing School District/Agency Information:

School Name: _____

Address: _____

City, State Zip: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Name and Address of Mount Horeb School where records should be sent: Please circle one

Mount Horeb High School
305 S 8th St
Mount Horeb, WI 53572
Phone: 608-437-7206 or 7245
Fax: 608-437- 7102

Mount Horeb Middle School
900 E Garfield St
Mount Horeb, WI 53572
Phone: 608-437-7306
Fax: 608-437-7301

Mt Horeb Intermediate School
200 Hanneman Blvd
Mount Horeb, WI 53572
Phone: 608-437-7406
Fax: 608-437-8483

Mount Horeb Primary Center
207 Academy St
Mount Horeb, WI 53572
Phone: 608-437-7506
Fax: 608-437-4620

Mt Horeb Early Learning Center
300 Spellman St
Mount Horeb, WI 53572
Phone: 608-437-7606
Fax: 608-437-4027

If you prefer to email records or requests, information can be sent to records@mhasd.k12.wi.us

Please include the following if available:

High School Transcripts/Current Year Schedule
Individualized Education Program (IEP) Records
Extra Curricular Activity Records (Physical Cards)
Standardized Achievement Test Records
Individualized Achievement Tests

Health Records
Attendance Records
Psychological Tests
Teacher Comments

Parent/Guardian Signature (If student is a minor)

Date

Any questions or comments please feel free to contact the schools directly or the Records Management Specialist at (608) 437-7018.