

STUDENT RECORDS REQUEST for MSSD

Dear Records Office,

This student is applying for admission to the Model Secondary School for the Deaf (MSSD):

Student name: _____

To complete the application, MSSD is asking for copies of the following:

- **Audiogram/Audiological Exam summary**
- **Behavior/Discipline/Incident Reports** (within the past 3 years)
- **Current Individualized Education Program (IEP) or 504 Plan**
- **Educational Assessments** (State Standardized Tests, Stanford Achievement, or other assessments)
- **Final Official Transcript/Report Cards/Progress Reports**
(with course descriptions for high school students)
- **Multi-Disciplinary/Psychoeducational Evaluations**
(preferably done within the past 3 years, also include any behavioral, developmental, and occupational/physical therapy related assessments, reports, and treatment plans)
- **Triennial Report/Reevaluation**
(latest triennial review; if not completed, state the next review date: _____)
- **Physical/medical examinations, immunizations/shot records, sports physical results and/or clearances for participation in sports**

Records can be submitted to MSSD in several acceptable ways:

- Email: mssdadmissions@gallaudet.edu
- Fax: 202-651-5362
- Mail:
Model Secondary School for the Deaf (MSSD)
Admissions Office – Luciana Spinosi
800 Florida Avenue NE
Washington, DC 20002

Applications to MSSD are not considered until all documents are received. Your cooperation and prompt attention to this request is appreciated. Thank you for your assistance.

Parent/Guardian name (print): _____

Parent/Guardian signature: _____

Date: _____