



## Guidance for Finding Student Records from Closed Charter Schools

The Minnesota Department of Education (MDE) does not maintain student records. In the event that a charter school closes, student records are required to be sent to the district the student resided in at the time they attended the charter school per [Minnesota Statutes, section 124E.10, subdivision 6\(b\)](#).

If the records are not with the school district where the student resided, please consider the following:

- Contacting the district where the charter school was located
- Contacting the school's authorizer for information about where student records may have been sent

To locate the closed charter school's authorizer:

- Go to MDE Organization Reference Glossary ([MDE-ORG](#))
- In the Search field, enter **inactive: (school name)**
- If the charter school is located, click the school name. Typically, the authorizer will be listed under the groupings category.

There are a few charter schools that have special instructions for records/transcript requests:

- **Heart of Earth:** Contact Bev Loken at [Beverly.loken@mpls.k12.mn.us](mailto:Beverly.loken@mpls.k12.mn.us) or 612-668-0035 or [transcripts@mlsp.k12.mn.us](mailto:transcripts@mlsp.k12.mn.us).
- **Minnesota Business Academy:** Contact Jackie Oss at [jackieoss2252@gmail.com](mailto:jackieoss2252@gmail.com).
- **Sobriety High:** Contact Linda Berg of Intermediate District 917 at [linda.berg@isd917.k12.mn.us](mailto:linda.berg@isd917.k12.mn.us) or 651-423-8214.
- **Great River Education Center:** Contact [Tech High School](#) of the St. Cloud Area School District 742 at 320-370-8652.
- **Right Step Academy** was authorized by St. Paul Public Schools. Minneapolis does not have any records from this school, nor does St. Paul.
- **Community Learning Project** is not a charter school. It is a private, non-public school. Contact [Community Learning Project](#) at 651-645-0205.

In the event that records cannot be found, MDE can verify if a school reported that a student graduated. Note, this does not include diplomas, transcripts, etc. The student would need to submit a [data request](#) to MDE.

### Higher Education Institutions

In the case of closed higher education institutions, please contact the [Minnesota Office of Higher Education](#) at 651-642-0567 or 800-657-3866.