

Park Rapids Area Schools  
401 Huntsinger Avenue  
Park Rapids, MN 56470  
www.parkrapids.k12.mn.us



Clare Knudson  
Administrative Assistant  
Phone: 218-237-6403  
Fax: 218-237-6401

## REQUEST FOR RELEASE OF STUDENT RECORDS

### Previous School Attended:

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Name of Previous School

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Street Address

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City

State

Zip Code

### Please send official school records for:

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Student Name

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Birth Date

Grade

Date Enrolled at Park Rapids

### Please include the following information:

1. Official Transcript.
2. Student Records including attendance, disciplinary records, testing history, birth certificate, etc.
3. Special Education/504 Records. We use SpEd Forms. Please send file to Jennifer Clements out of PAWN (Walker-Hackensack-Akeley).
4. Health/Immunization records (Including evidence of Immunizations according to Minnesota School Immunization Law, M.S. 123.70).
5. MARSS Information (as required by the State of MN)
6. Sports Physicals

### Please send above information to:

Park Rapids Area High School  
Attn: Clare Knudson  
401 Huntsinger Ave  
Park Rapids, MN 56470  
Email: [cknudson@parkrapids.k12.mn.us](mailto:cknudson@parkrapids.k12.mn.us)