

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



Clare Knudson
Administrative Assistant
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cknudson@parkrapids.k12.mn.us

REQUEST FOR RELEASE OF STUDENT RECORDS

To Previous School Attended:

Name of Previous School

Street Address

City

State

Zip Code

Please send official school records for:

Student Name

Birth Date

Grade

Date Enrolled at Park Rapids

Please include the following information:

1. Official Transcript including grades, test scores, etc.
2. Special Education Records (I.E.P.'s, assessments, testing, etc.)
3. Health Records
4. MARSS Information (as required by the State of MN)
5. 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
Fax: 218-237-6401