

**Park Rapids Century School**  
501 Helten Avenue  
Park Rapids, MN 56470  
www.parkrapids.k12.mn.us



**Sherri Gottsman**  
Administrative Assistant  
Phone: 218-237-6300  
Fax: 218-237-6349  
sgottsman@parkrapids.k12.mn.us

## REQUEST FOR EDUCATIONAL RECORDS

Student's full name: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Last school attended: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

### **Please provide us with the following records:**

- 1) Cumulative Records
- 2) Health Records (including all immunizations)
- 3) Grades (report card/transcript)
- 4) Grades for current period
- 5) State Testing Data
- 6) Attendance (including any letters for attendance issues)
- 7) MARSS number if transferring in Minnesota
- 8) Any other information considered confidential or privileged, including Free/Reduced lunch information, sports physicals, disciplinary records
- 9) Psychological Services Report (if any)
- 10) Special Education Information files and reports (IEP/evaluation, if any)
- 11) 504 Plan (if any)

**IS STUDENT UNDER CURRENT EXCLUSION OR EXPULSION IN YOUR DISTRICT? IF SO, PLEASE PROVIDE APPROPRIATE INFORMATION.**

### **\*\*NOTICE: We do not enroll students until we have the following:**

- 1) Report Card/Current Grades/Disciplinary Records
- 2) Immunization Records
- 3) Birth Certificate
- 4) Special Education Records (if any)
- 5) 504 Plan (if any)

### **FAX/EMAIL THE ABOVE REQUESTS TO:**

**CENTURY MIDDLE SCHOOL @ 218-237-6349 OR [sgottsman@parkrapids.k12.mn.us](mailto:sgottsman@parkrapids.k12.mn.us)**  
*...educating today's youth -- tomorrow's leaders...*