

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



McKenzie Spain-Brist
Administrative Assistant
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mspainbrist@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) **If your district uses SpEd Forms, please send the account transfer via SpEd Forms to: Jennifer Clements, ISD 309 at jclements@parkrapids.k12.mn.us**
- 11) 504 Plan (if any)

****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 ELEMENTARY SCHOOL @ 218-237-6248 OR

mspainbrist@parkrapids.k12.mn.us

Preparing Today's Learners for Tomorrow's Challenges