

Request for School Records



Please submit this form to student's current school.

PERMISSION TO RELEASE INFORMATION

Student's Name _____ Grade Entering/Applying For _____

Current School _____ School Telephone _____

School Address _____

City _____ State _____ ZIP _____

Current School Website Address _____

I hereby authorize you to send an official copy of the records of my child to Mounds Park Academy.

Parent/Guardian Signature _____ Date _____

TO THE PARENT

After you have completed the section above, please submit this form to your child's present or last-attended school. Any subsequent grades that your child receives after this request has been submitted should also be sent to Mounds Park Academy.

TO THE SCHOOL

The student named above has applied for admission or has enrolled at Mounds Park Academy. Please send copies of the following records:

- Transcripts (or cumulative marks/academic notes if no transcripts available)
- Standardized achievement test scores
- Results of diagnostic assessments/tests
- Official administrative record including attendance record
- Family background data

All information is treated confidentially.

Please mail or email the records to the address below. Thank you for your assistance.

MOUNDS PARK ACADEMY

Office of Admission | 2051 Larpenteur Avenue East | Saint Paul, MN 55109

651-777-2555 | admission@moundsparkacademy.org | moundsparkacademy.org