

Request for Transcripts

Date:

To: Principal/Registrar

School:

Address:

City, State, Zip:

The student listed below has made application to our school. Please send the following information for our records.

- ◆ Transcript of the latest scholastic record completed at your school
- ◆ Achievement and intelligence test scores
- ◆ Health records

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Last grade at your school

\_\_\_\_\_  
Parent's signature

Thank you for your cooperation and immediate response.

Sincerely,

Claire Mueller  
Principal