

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