

Request for Records Release

Student Name: _____

Current Grade Level: _____

To Whom It May Concern:

The above mentioned student has enrolled in Central Baptist Academy. Please forward all records including the following via mail or fax to the contact information at the top of this letterhead:

- Transcript of subjects and grades
- Attendance records
- Psychological or other individual test results including IEP (if applicable)
- Standardized test results
- Health records

The enrollment date was _____

Sincerely,

Donna Hempelmann
Administrator

Parent's signature: _____

Date: _____

Most recent school _____

School address _____

City, State, and Zip _____