



Date \_\_\_\_\_

## Request for Transcript

Dear Registrar:

The following student has enrolled in our school:

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School for records request: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please forward all records relating to this student:

- ✓ Birth Certificate
- ✓ Immunization Records
- ✓ Psychological Records
- ✓ Transcript or Grades
- ✓ Standardized Test Scores
- ✓ Current Academic Status and Report Card

Thank you for your kind cooperation.

Sincerely yours,

**Ray Hendrickson**  
Headmaster

*I hereby authorize you to release all student school records (including psychological records, if any) for the above named student who has enrolled at Renaissance Classical Christian Academy.*

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*