

REQUEST FOR TRANSCRIPT

TO BE SENT TO: _____
(School Last _____
Attended) _____

Dear Sirs:
The following student(s) has/have attended your school and is/are presently enrolled at the Calvary Christian Academy, 300 Standing Stone Avenue, Huntingdon, Pennsylvania, 16652:

<u>NAME</u>	<u>GRADE TO ENTER</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

(additional names on accompanying sheet)

Would you please, at your earliest convenience, forward the following information (circled) records to our school? If these have already been sent, please accept our thanks:

1. A transcript including: Name, address, birthdate, grade level completed, grades, class standing, attendance record
2. Standardized achievement test scores
3. Aptitude test scores
4. Personality and interest scores
5. Teacher ratings
6. Record of extracurricular activities
7. Health record

We appreciate your cooperation in this matter.

Sincerely,

Parent or Guardian Authorization:

Calvary Christian Academy may have a copy of any and all records that they have requested..

Signature

Date of Signature