



REQUEST FOR STUDENT RECORDS

TO THE APPLICANT'S PARENT/GUARDIAN

_____ requires official records from the applicant's

 (name of school)
 current school in order to complete the application process. I, _____,

 (parent/legal guardian name)
 hereby give permission to the school secretary/treasurer at 2395 Fortune Rd., Kissimmee, FL
 34744, who acts as the school registrar, to request school records for
 _____ to be sent to

 (Student Name)
 _____, where he/she has enrolled in grade _____.

 (name of school)
 These records are to include progress or grade reports, attendance records, health records, and all
 psychological and assessment records.

Signature of Parent/Guardian

Date

TO THE APPLICANT'S CURRENT SCHOOL

(Name of School)

(Phone Number)

(School FAX Number)

(Street Address)

(City)

(State)

(Zip Code)

The student named above has applied to Osceola Adventist Christian School. In order for us to complete enrollment, we request for the student's cumulative record to be sent. Please include the following information:

1. All of the student's grade reports and official transcripts from your school plus any from other schools he/she has previously attended.
2. All Testing results. 3. All Health Records.
4. All Educational and Psychological Assessments, RTI Documentation, and IEPs or 504 plan, if applicable.
5. Attendance Records.
6. Behavioral Records.

Signature of School Secretary/Treasurer or Principal