

Ruth Murdoch Elementary School  
Andrews University Lab School

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of former principal

\_\_\_\_\_  
Name of school last attended

\_\_\_\_\_  
Street address of school

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

**The following student(s) have enrolled in our school indicating that your school was the last one attended.**

**Please send us the cumulative folder(s) showing grades, health and psychological records, testing scores, and other pertinent information that will be of help to us in understanding and assisting the student(s). We will appreciate your prompt attention in sending these records.**

Name of Student \_\_\_\_\_ Grade entering \_\_\_\_ Birthdate \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade entering \_\_\_\_ Birthdate \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade entering \_\_\_\_ Birthdate \_\_\_\_\_

\_\_\_\_\_  
(Parental signature authorizing release of records)

Send to: Principal  
Ruth Murdoch Elementary School  
8885 Garland Avenue  
Berrien Springs, MI 49104  
269.471.3225 phone  
269.471.6115 fax