

REQUEST FOR STUDENT'S RECORDS

(Sample Letter)

Name & Address of Previous School

Dear Sir:

_____ has enrolled in the _____

_____ as of _____. Please send all pertinent

educational records to our school at your earliest convenience.

Sincerely,

Teacher/Principal of School)

I authorize _____ to release my child's records to the above
named school.

(Parent's Signature)

(Date)