



Parma Heights Christian Academy

Preparing Children for God's Service

TRANSFER OF SCHOOL RECORDS REQUEST FORM

To: _____

Name of new school

Address of new school

City/State/Zip of new school

_____ has transferred to Parma Heights Christian Academy. Please send all record data for this student to the address on the bottom of the form. This should include:

- Basic information
- Birth certificate
- Health records
- Attendance records
- Academic transcripts
- Special education records
- Psychological evaluation reports
- Intelligence, aptitude, achievement scores
- Special services summary
- Copy of report cards
- Student's withdrawal grades
- Custody papers

Student's Name _____ Date of Birth _____ Grade _____

Name of school student is leaving _____

School Address _____

School Email _____ Phone (____) _____ Fax (____) _____

I hereby authorize the transfer of all school records for the above named student. By signing this request for transfer, I relieve the school which the above named student was attending of the responsibility of notifying me that the records are being transferred.

Signature of parent or legal guardian _____ Date _____

Parent Name printed _____

Address _____

If moving, list new address _____