



A Ministry of Our Lady Star of the Sea Parish

## RECORD REQUEST FORM

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

Student Name: \_\_\_\_\_

The above named student has enrolled in our school. Please forward his/her records:

_____ Transcript of Grades/Report Card	_____ Standardized Testing Results
_____ Health Forms	_____ Attendance Records
_____ IEP and/or 504 Plan	_____ Detailed Discipline Records

You can email them to Nicole Nealey, [rnealey@charlestdiocese.org](mailto:rnealey@charlestdiocese.org). Or mail them to the address below.

Thank you

Sincerely,

Mrs. Karen Luzzo

Principal

To: \_\_\_\_\_  
(Name of School)

Address: \_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the above named school to forward my child's records.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date