



REQUEST FOR OFFICIAL RECORDS

STUDENT NAME _____

Name of School

School Fax Number

Student Date of Birth

Grade Applying For

Parent/Guardian Signature

Date

This student is in the process of enrolling at Glenforest School. The following items (checked on the list below) are missing from our records for this student's file. Please kindly forward copies of the items indicated to the Admissions Office at Glenforest School using the address and contact information provided (at the bottom of this form).

- Psychological Testing Results
- Behavior/Discipline Records
- Previous Test Scores
- Final Transcript/Final Report Card
- Attendance Record
- Immunization Record
- Birth Certificate
- Social Security Card
- Any additional Information (if deemed necessary)

Glenforest School/ Attn: Admissions Office
1041 Harbor Drive, West Columbia, SC 29169
Phone: 803.796.7622 || Fax: 803.796.1603 || web: glenforest.org

THANK YOU