



GLENFOREST SCHOOL

A Positive Place to Learn

REQUEST FOR OFFICIAL RECORDS

**STUDENT
NAME** _____

Name of School _____

School Fax Number _____

Student Date of Birth ____ / ____ / ____ Last Grade Attended: _____

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)