

# STUDENT RECORD REQUEST

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

## RELEASING SCHOOL

School Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dear Counselor:

The following student(s) have applied for enrollment at Heartland Baptist Academy. To aid in our enrollment decision, we would ask that you provide us a copy of their current transcript for our review. If accepted, we will respond with a Student Record Release form requesting a final transcript and other necessary paperwork. Thank you.

<i>Name of Student</i>	<i>Date of Birth</i>	<i>Current Grade Level</i>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
*Signature of Parent or Guardian*

  
\_\_\_\_\_  
*Signature of Receiving Principal*



**ACCEPTING SCHOOL**  
Heartland Baptist Academy  
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FAX: 405-943-9434