



## Transcript Request Form

Please complete this form and submit it to the school your student currently attends or has attended. We need a complete set of records from all school years beginning in kindergarten. The school(s) will forward records directly to Our Lady of Grace School.

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

Current Grade: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

I give permission to release the following information to the Our Lady of Grace's Admissions Office:

- Report cards
- Transcripts
- Standardized Test Results
- Attendance Records
- Behavior Records
- IEP/504/Learning Accommodation Plans

Signature of parent/guardian: \_\_\_\_\_

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

**Admissions Office**  
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