



“Of all the holy works the education of children is the most holy.”
- St. Theophan

Date: _____

TO: Registrar, Previous School: _____

ADDRESS: _____

FROM: Saint Lawrence Academy

REGARDING: Request For Student Records

Please forward the complete cumulative folder, including the official copy of his/her transcript, competency records, medical records, special ed. records, and all other related materials regarding the following student(s) to the address below:

Student	Grade	Date of Birth

Thank you for your assistance in this matter,

REQUESTED BY: _____
(Parent/Guardian Signature)

REGISTRAR: _____