

REQUEST FOR TRANSCRIPT



To the parent:

Please complete this form and give it to your child's current school. Transcripts must be submitted in sealed letterhead envelopes from the appropriate school.

APPLICANT'S NAME: _____ DATE OF BIRTH: _____ CURRENT GRADE: _____

NAME OF CURRENT SCHOOL: _____

SCHOOL ADDRESS: _____ STATE: _____ ZIP CODE: _____

SCHOOL TELEPHONE: _____

I hereby authorize the release of school records for the abovenamed student for the entire time s/he has been at the abovenamed school, including official transcript of all grades, standardized test scores, developmental assessments, counseling, and disciplinary records.

NAME OF PARENT: _____ SIGNATURE OF PARENT: _____ DATE: _____
(Please print)

To the applicant's current school:

The above-named student is an applicant for admission to New Horizon School. In order to complete his/her file, we request that you forward the following information:

- An official transcript or grade record (current and previous two school years).
- Records of standardized test scores (previous two school years).
- Any developmental assessments, counseling, and/or disciplinary records.

Please send the above requested records to:

New Horizon School
Admissions Office
651 N. Orange Grove Blvd.
Pasadena, CA 91103