



Records Request Form

_____ (Student's Name) has enrolled in our school for the upcoming academic year. We respectfully request that you promptly provide the following school records:

- transcript with all grades (including final grades for '09-'10)
- results from any national and state standardized tests
- any relevant disciplinary records
- any school profile that would help us better understand your programs
- all health & immunization records

By signing here, the parent of this applicant authorizes your institution to release these records to The Epiphany School.

*Parent Signature

Date

*Parents, please sign and mail to your child's previous school.

Printed Name of School Official

Position

Signature

Date Issued

If you have any questions regarding this request, please contact Mrs. Janet Foley in our main office at (252)638-0122. When complete, please provide these records to the parent directly or mail them to us at:

**The Epiphany School
2201 Henderson Ave
New Bern, NC 28560**

Thank you for your cooperation with this request!