



Request for Student Records

To: Registrar

School: _____ Date: _____

Phone: _____

Fax: _____

Dear Registrar,

I hereby request and authorize St. Bernard of Clairvaux Catholic School to obtain written information for the purpose of Admissions for my child.

Student's Name: _____

Grade: _____ DOB: _____ Enrollment Date: _____

Parent's Signature: _____

Please send:

- _____ Report Card / Attendance Record
- _____ Advanced Placement or Gifted Information
- _____ Academic or other support records (if applicable: LEP / ESL / Special Education IEPs)
- _____ STAR Testing Scores
- _____ Discipline

Thank you for your attention on this matter. You may send all documents by any means most convenient for you.

Warmest Regards,
Guille Luna
Admissions
gluna@sbdallas.org