



## Records Request Form

Christian Heritage School  
575 White Plains Road, Trumbull, Connecticut 06611  
PH: 203-261-6230  
FAX: 203-452-1531  
[www.kingsmen.org](http://www.kingsmen.org)

*This form is required for ALL records release EXCEPT transcript requests for current student college applications and athletic recruiting.*

**\*Please allow 2 weeks for all requests.\***

Check one:

- \_\_\_\_\_ Currently enrolled Christian Heritage School student – current grade level \_\_\_\_\_
- \_\_\_\_\_ Alumni of Christian Heritage School – year of graduation \_\_\_\_\_
- \_\_\_\_\_ No longer enrolled at Christian Heritage School – last year attended CHS \_\_\_\_\_

I authorize Christian Heritage School to send the following:

- \_\_\_\_\_ Transcript (grades 9-12 only) **Official** transcript \_\_\_\_\_ Unofficial copy \_\_\_\_\_
- \_\_\_\_\_ Standardized test scores
- \_\_\_\_\_ Other pertinent records

\_\_\_\_\_  
Name of Student/Alumni

\_\_\_\_\_  
Current Phone Number

\_\_\_\_\_  
Signature of Parent/Guardian/Alumni

\_\_\_\_\_  
Student/Alumni Date of Birth

Please send records to the following (school name & address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email this completed form to: [dstempien@kingsmen.org](mailto:dstempien@kingsmen.org)  
**Or** mail to: Christian Heritage School  
ATTN: Registrar  
575 White Plains Road  
Trumbull, CT 06611

**FOR INTERNAL USE ONLY:**

Date form received: \_\_\_\_\_ Business Office approval: \_\_\_\_\_ Date Records sent: \_\_\_\_\_

Notes: Lower School \_\_\_\_\_ Middle School \_\_\_\_\_ Upper School \_\_\_\_\_