



Records Request Form

Christian Heritage School
575 White Plains Road, Trumbull, Connecticut 06611
PH: 203-261-6230
FAX: 203-452-1531
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@chskingsmen.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 _____