



Christian Heritage School

575 White Plains Road Trumbull, CT 06611-4858
Tel 203.261.6230 Fax 203.452.1531 www.kingsmen.org

School Records Request Form

Student Information:

Child's full name _____ Date of birth _____

Address _____

Current School _____ Current grade _____

Parent/Guardian Authorization:

I hereby authorize you to release a copy of my child's school records to Christian Heritage School for the purpose of admissions. I understand that any information released will be held confidential between the sending school and Christian Heritage School.

Parent/Guardian Signature _____ Date _____

Parent/Guardian's Name (please print) _____

To the School Principal or Director:

The child listed above is applying for admission to Christian Heritage School. Please send us an official **copy** of this candidate's school records.

- All subjects and grades for the current school year plus withdrawal grades. Final grades for previous school years, along with an explanation of your grading system.
- Standardized test records and scores
- Psychological/Physiological reports
- Attendance and discipline reports
- IEP record, special education testing results, or 504 plans
- Any other data pertinent to understanding the student's individual needs

School official's signature _____ Date _____

Please include this signed School Records Request Form with the items sent.
Your cooperation is greatly appreciated. Records should be mailed, emailed or faxed to:

Christian Heritage School, Admissions Office
575 White Plains Rd., Trumbull, CT 06611-4858
Email: admissions@kingsmen.org Fax: 203.452.1531