

Hollywood Schoolhouse

REQUEST FOR TRANSCRIPTS TO BE SENT TO

Hollywood Schoolhouse
1233 North McCadden Place
Hollywood, California 90038-1207

School Name

Address

City, State, Zip Code

REQUEST FOR SCHOOL RECORDS

_____ (Student's Name) has been accepted for enrollment at the Hollywood Schoolhouse. Please send the following student records as soon as possible.

1. Complete transcript of courses, grades and attendance
2. Report Cards or Evaluations
3. Testing Information
4. Health Records
5. Psychological Information

Signature of Parent

Date

Signature of School Official

Date

std frm rq trans
transcr.doc

REQUEST FOR TRANSCRIPTS TO BE SENT FROM:
Hollywood Schoolhouse

Student's Name: _____

Teacher's Name: _____

Current Academic Level: _____

Grading Period requested: _____

Person requesting transcript: _____

Relationship to Child: _____

Transcripts to be sent to: _____

Person's Name

Institution/Agency Name

Street Address

City

State

Zip

Reason for request: _____

Please allow a minimum of TWO WEEKS for processing! The Hollywood Schoolhouse will provide you one set of transcripts free of charge. Additional sets will be \$10.00 per set. Fee must accompany request. Thank You!

Signature of Person Requesting Transcripts

Date

Date Request Received: _____ Date Transcripts Sent: _____

Notes: _____

rq trans REVISED 9/09LB