



Saint Cecilia Catholic School
1310 Madison Avenue North
Bainbridge Island, WA 98110
206-842-2017 * FAX 206-842-6988
Request for Transfer of Student Records

Parent Instructions: Please complete this form and send it to your child's current/last school. It is imperative that the school records be sent to us directly from the school. Copies of school records delivered by someone other than the school are not acceptable. Please allow your current school enough time so that St. Cecilia Catholic School receives them by September 1st.

To the registrar of

_____ (Name & phone number of current school)

My child, _____, who is currently/previously enrolled in the _____ grade, has applied to St. Cecilia Catholic School for the 2019-2020 school year. To aid in the admissions process, please prepare an official copy of my child's student records.

These records should include, but not be limited to:

- Grades and written academic evaluations
- Standardized test scores
- Medical and/or psychological reports
- Records of disciplinary action
- Educational testing and/or evaluations

Please mail this material to:

Admissions
St. Cecilia Catholic School
1310 Madison Ave. N
Bainbridge Island, WA 98110

Your prompt attention to this matter will be greatly appreciated. Thank you for your cooperation.

Signature: _____ Date: _____
(Parent or Guardian)