



Agapé Jr. Academy, Inc

186 New Hope Road
Lawrenceville, GA 30046
Phone: 678 376-0883 Fax: 678 226-9718

REQUEST FOR CONFIDENTIAL RECORDS

(Final transcript request)

To: Records Clerk of:

has enrolled in Agapé Jr. Academy, Inc. in grade . His/her
date of birth is . We would appreciate your promptly sending the following
documents:

- Final official transcript (after last grades have been posted) including any standardized test results.
- All disciplinary records or statement of disciplinary action.
- Date of withdrawal, attendance record, and any additional information that will help us in working with this student.
- Health records and certificate of immunization.

Sincerely yours,

Bernadette A. Charles
Principal

I have enrolled my child, in the above named school, and
hereby authorize you to release all school records to Agapé Jr. Academy, Inc.

Parent/Guardian:

Date: