



Transfer Student - Request for Student Records

PARENTS: Please complete the information below and submit to your child's current Guidance Department

Applying for Grade: _____

Applicants Full Legal Name: _____

Home Address _____

City _____ State _____ Zip Code _____

Parent/Guardian Phone Number _____

Parent/Guardian Email _____

Current School _____

Address _____

Phone # _____ Principal/Headmaster _____

Parents: Please indicate if your child has any of the following plans

_____ IEP or ISP _____ 504

_____ Resource Room _____ Other _____

For Guidance Department use only:
The student named above is applying for admission to Donovan Catholic. Please forward the following materials:

- Unofficial Transcript
- Report Card - current report card and report cards for the previous 2 years.
- Standardized Test Scores
- Attendance Records
- Conduct Records
- Individual Educational Plan or Individual Service Plan - as noted above by the parent
- Copy of State Form A-45

Thank you in advance for your assistance. Please feel free to contact me if you have any questions.