



St. Francis of Assisi School

525 Holley Street
Saint Albans, WV 25177
Phone: (304) 727-5690
Fax: (304) 729-8029

REQUEST COPY OF STUDENT RECORDS

Date: _____

Dear School Counselor/Registrar:

The students listed below are applying for enrollment in our school. Please send copies of their health records, academic records, and any other pertinent information to St. Francis of Assisi School.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Thank you for your cooperation,

Erin Sikora, Principal

Authorization:

Name of School: _____

Phone Number: _____

Name of Parent/Guardian: _____

Address: _____

Phone Number: _____

Parent Signature

