



ST. CATHERINE OF SIENA CATHOLIC PARISH & SCHOOL
520 W. HOLDING AVE. | WAKE FOREST, NC 27587
919-556-7613 | 919-570-0071 FAX | www.scswf.org/school

Request for Student Records/Transcript 2021-2022

Date of Request:	
To (previous school):	
Address:	
City, State, Zip:	
Fax number:	
Attention to:	

TO WHOM IT MAY CONCERN:

The following student has applied for admission to St. Catherine of Siena Catholic School for the 2021-2022 school year:

Students first and last name:
Date of birth:
Present grade:

Please forward your entire record regarding this student so that we can fully evaluate him/her for admission. Specifically, please send the following:

- Cumulative folder (including grades, standardized test scores and personal information)
- Health Records (Immunizations, screening results, allergies, health issues)
- Attendance Records
- Birth Certificate (copy)
- Records indicating student Exception/Special Services (IEP or 504's)
- Other: Any other information which you believe would be helpful to both teacher and student.

This request is being made by:

Parent/Guardian signature:
Parent/Guardian printed:
Date:

SCS Office Use:
1st Request: _____
2nd Request: _____
3rd Request: _____