

GREATER WORKS CHRISTIAN SCHOOL

2015-2016 REQUEST FOR STUDENT RECORDS

301 COLLEGE PARK DR. | MONROEVILLE, PA 15146
PH: 724.327.6500, EXT. 135 | FAX: 724.325.4602
WWW@GREATERWORKSCHRIANSCHOOL.ORG



To: _____ Date: _____
School

Street Address

City/State/Zip Code

Phone: (____) _____

To Whom It May Concern:

This letter will serve as official notification to release the cumulative school records of the following student:

_____ Student Name	_____ Grade
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Such records should include, but not be limited to the following:

- ***Earned Grades***
- ***Standardized Test Results***
- ***Counseling Reports***
- ***Attendance Records***
- ***Health and Immunization Records***

Please submit the above records and other pertinent information to:

Greater Works Christian School
301 College Park Dr.
Monroeville, Pa 15146
Phone: (724) 327-6500
Fax: (724) 325-4602
Attention: School Office

I further declare that I am authorized to request this information release and relieve your school and administration from any and all responsibility in this action.

Signature of Parent(s)/Guardian(s) _____

Date _____