

***HOLY TRINITY EPISCOPAL SCHOOL***

2201 Spring Lake Road  
Fruitland Park, FL 34731

**RECORDS REQUEST**

Student Name: \_\_\_\_\_

Prior School: \_\_\_\_\_

To: Holy Trinity Episcopal School  
2201 Spring Lake Road  
Fruitland Park, FL 34731

Please forward the following records for the above named student to Holy Trinity Episcopal School:

- Grades for current school year
- IEP's, 504 Plans, ESE Assessments
- All Standardized test scores, FCAT results, achievement testing, and psychological reports
- Official transcript
- Recommendation from teacher, counselor or principal
- Immunization records
- Copy of birth certificate
- Discipline records
- Attendance records

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Head of School, Holy Trinity Episcopal School (or designee)

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Rev. 01/17