



## TRANSCRIPT/RECORDS REQUEST

711 E. Yale Avenue, Denver CO 80210 • Phone: 303-744-1069 • Fax: 303-744-1060

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(Please Print)

### Request for Official Transcript and School Records

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dear Registrar:

The following student is attending or has been accepted to Mile High Academy.

\_\_\_\_\_  
*Name of Student*

\_\_\_\_\_  
*Date of Birth*

Please forward all school records that are needed for this change of schools.

- Official Transcript
- Withdrawal Grades – with your grading key.
- Health and Psychological Records
- Academic Testing Information

This transfer is provided for in the Family Education Rights and Privacy Act of 1974, amended June 17, 1976. These regulations no longer require a signed permission slip by the student's parent for release of information on their child/children to other educational institutions. (99.34)

If for any reason your school is not able to release these records, please advise us immediately of the situation.

Thank you for your assistance.

\_\_\_\_\_  
Signature of MHA Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date