



Official Request for Student Records

Complete the form and either save the form or print the completed form and submit to the school you are requesting the records from.

Date

Student Name

Date of Birth

Current Grade

Name of person requesting records:

Address:

Please forward the following school records:

- Official transcript
- Courses in Progress with exit grades
- Health & Immunization Records
- Standardized testing records
- Special education information
- Any other academically pertinent information

Please Mail to: St. Augustine High School
Attn:Elsie Lopez
3266 Nutmeg St
San Diego CA 92104

Or

E-mail to: Elopez@sahs.org