



Date:

To:

Please forward the complete record(s) on the following student enrolled at Central High School.

Name	Date of Birth	Grade
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Signature

Please include:

- **Complete transcript of grades and credits (including previous grading period)**
- **Information concerning your grading system**
- **Transfer grades (if student left before end of grading period)**
- **Test scores (psychological and other social or developmental reports)**
- **Immunization records complete with dates and last physical**
- **Birth date and verification**
- **Any discipline or expulsion records on the student**

Sincerely,

**Jeremy Knapp
Principal**