



**REQUEST FOR TRANSCRIPT**  
First to Eighth Grade

**To the parent:**

Please complete this form and give it to your child's current school. Transcripts must be submitted in sealed letterhead envelopes from the appropriate school.

**APPLICANT'S NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_ **CURRENT GRADE:** \_\_\_\_\_

**NAME OF CURRENT SCHOOL:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**SCHOOL TELEPHONE:** \_\_\_\_\_

*I hereby authorize the release of school records for the above-named student for the entire time s/he has been at the above-named school, including official transcript of all grades, standardized test scores, developmental assessments, counseling, and disciplinary records.*

**NAME OF PARENT:** \_\_\_\_\_ **SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Please print)

**To the applicant's current school:**

The above-named student is an applicant for admission to New Horizon School. In order to complete his/her file, we request that you forward the following information:

- An official transcript or grade record (current and previous two school years).
- Records of standardized test scores (previous two school years).
- Any developmental assessments, counseling, and/or disciplinary records.

**Please send the above requested records to:**

**New Horizon School**

Admissions Office  
651 N. Orange Grove Blvd.  
Pasadena, CA 91103