



**2021-2022**  
**REQUEST FOR ACADEMIC RECORDS**

**STUDENT NAME:** \_\_\_\_\_

**STUDENT DOB (MM/DD/YY):** \_\_\_\_\_

**PLEASE FORWARD THE FOLLOWING RECORDS:**

- MOST RECENT REPORT CARD
- LAST TWO YEARS REPORT CARDS (IF APPLICABLE)
- MOST RECENT STANDARDIZED TEST SCORES (3RD GRADE AND UP)
- HEALTH RECORDS ON FILE
- ATTENDANCE
- DISCIPLINE REPORTS (IF APPLICABLE)

**TO:**

Jessica Reyes

**BY MAIL:**

Saint Theresa Catholic School  
5001 E. Thomas Road  
Phoenix, Arizona 85018

**OR BY EMAIL:**

jreyes@stcs.us

**OR BY FAX:**

(602) 840-8323

**RELATED LAWS:**

**Federal Law 93.31:** Parent signature is not required for educational records to be sent to another educational facility.

**State Law 815-825, Paragraph F:** No school shall withhold records due to financial debts.