



## ***School Report and Transcript Request Form***

*(Please complete and forward onto ALL High Schools that your son / daughter has attended.)*

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**\* To be completed by the parent:**

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School: \_\_\_\_\_ School Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ School Fax Number: \_\_\_\_\_

**\* To be completed by a school official.**

Please complete the remainder of this form. Additionally, please forward the student's report cards, official transcripts, immunization records, standardized testing and IEP. If this student left during a semester, please include his/her marks, credits and grade level at the time of leaving.

An explanation of the marking system is helpful. Thank you!

Name of School Official completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How long and in what capacity have you known this student? \_\_\_\_\_

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Please describe any unusual accomplishments or personal circumstances of which the Oakley School should be aware in considering this applicant: \_\_\_\_\_

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Please check the items you have enclosed:

Official Transcripts    Progress Notes    Immunization Records    Standardized Testing    IEP

Please return all items to the Oakley School Director of Admissions:

P.O. Box 357

Oakley, Utah 84055

435.783.5001/ fax: 435.783.5010