



Christian Heritage Academy

1100 East 42nd Street, Brooklyn, NY 11210

Phone: (718) 377-5682 Fax: (718) 338-9870

E-mail: cha@chc-inc.net Website: www.chc-inc.net

“Every Student A Scholar”

To Whom It May Concern:

A former student of yours, _____, is now enrolled in the _____ grade in our school.

Please send the student's transcript, which should include the following:

- course credits and grades earned up to the date of withdrawal
- standardized test results (including PCT/RCT test results, if taken)
- health records (including dates of all immunizations)
- psychological records (including IEP, Social History, etc., if applicable)
- any other pertinent information

Also, if the student graduated from a Middle School or Junior High School, please indicate the name of the zone High School that his/her file would be transferred to.

Thank you for sending this information, within three weeks if possible.

Mrs. Merna Delmadge
Administrative Associate

sdm/MD

RELEASE AUTHORIZATION

I, _____ hereby authorize
(Parent/Guardian)

_____ to release a copy of all records concerning
(Name of School)

_____ to *Christian Heritage Academy*. My
(Student's Name)

relationship to the above named student is _____.

Date

Signature of Parent/Guardian