



TRANSCRIPT REQUEST

INSTRUCTIONS TO PARENTS: Please complete this section and give the form to an administrator at your child's current school. Ask that it be completed and returned in the supplied envelope (please affix postage). It is your responsibility to confirm that the school has sent us an official copy of report cards, standardized test scores, and attendance records for the current semester and past two academic years.

Student Name: _____ Birth Date: _____ Grade: _____

I hereby give permission to release copies of the above-named student's cumulative records.

Parent/Guardian Name (please print): _____

Parent Signature: _____ Date: _____

INSTRUCTIONS TO ADMINISTRATORS: THIS IS NOT A REQUEST FOR THE COMPLETE STUDENT RECORD

The above-named student is applying for admission to Horizon Prep. Please mail us an official copy of the following information:

- Report cards
- Standardized test scores
- Attendance records

Records should include the current semester and past two academic years. Please include any other pertinent information that would be helpful for the admissions process.

PLEASE MAIL TO:

Horizon Prep
Attn: Susan Ferrari
P.O. Box 9070
Rancho Santa Fe, CA 92067

OR FAX TO:

858. 759.5827

Thank you for your cooperation. If you have any questions, please contact me at 858.756.5599.

Susan Ferrari

Registrar and Director of Enrollment Services