

EAST PALMYRA Christian School

2023 East Palmyra-Port Gibson Rd.
Palmyra, NY 14522

PHONE: 315-597-4400
EMAIL: office@eastpalmyrachristianschool.com
Website: www.eastpalmyrachristianschool.com

"Guide me...my hope is in you." Psalm 25:5

Date: _____

_____ School District

_____, NY Zip: _____

REQUEST FOR RECORDS

RE: _____

Grade: _____ **DOB:** _____

To Whom it May Concern:

The above-named student has applied/enrolled for enrollment in the East Palmyra Christian School. Please release the following information as soon as possible:

- A record of work completed
- Standardized test scores
- Health/Immunization records
- Psychological reports
- IEP's or 504 accomodation forms
- Grades earned to date
- Any other pertinent placement information

Please scan and email this information to: office@eastpalmyrachristianschool.com

Thank you for your kind and prompt assistance.

(print – parent or guardian name)

(signature – parent or guardian name)