



## RECORDS REQUEST

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

TO: Records Department

Current School Name: \_\_\_\_\_

Current School Address: \_\_\_\_\_  
\_\_\_\_\_

Current School Fax Number: \_\_\_\_\_

Name of Student (Full name): \_\_\_\_\_

Student Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Grade: \_\_\_\_\_

The above named student has registered at Immaculate Conception School. Please forward the following:

1. All Standardized test scores for at least 3 years (if applicable)
2. Report cards – including at least 3 years (if applicable)
3. Educational Testing records to include Speech/Language
4. Immunization records/health
5. Psychological Reports (if applicable)
6. Attendance Records
7. Disciplinary Records

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

***Thank you in advance for sending the requested records as promptly as possible to the fax number or address above. You may also email them to [kwagner@icschooltn.org](mailto:kwagner@icschooltn.org) and/or [amciver@icschooltn.org](mailto:amciver@icschooltn.org).***

### OUR MISSION

Immaculate Conception School, a ministry of Immaculate Conception Parish, is a place where Catholic faith and learning go hand in hand. Jesus is present in the lives of our students, faculty, and community. We respect the dignity of all life. Our words and actions will be kind and honest to show our respect for Jesus. We strive toward academic excellence and value life-long learning.

### OUR VISION

Immaculate Conception School teaches knowledge of the world and builds human virtues to prepare students to be faithful citizens.