

HOPE SCHOOLS INTERNATIONAL

1649 Galaxy Way, Redding, CA 96002 ♦ (530) 355-3190



NEW ENROLLMENT REQUEST FOR STUDENT RECORDS

First Middle Last

Date of Birth

HOPE start date

Student's Previous School Information:

Name of school from which student is transferring _____

Previous school phone number _____ Last grade completed _____

Previous school registrar or contact person _____

Previous school registrar's email address _____

Previous school address _____

City

State

Zip

TO THE REGISTRAR:

The above student has enrolled in HOPE Schools. Please mail the student's complete cumulative folder (complete physical file, no photo copies please) and the student's complete confidential file (if applicable) including the following:

❖ Birth Certificate	❖ Report Cards
❖ Immunization Records	❖ Special Education File
❖ Heath Exam for 1st grade	❖ IEP/504 Plan
❖ Attendance Records	❖ Discipline Records
❖ Official High School Transcript	❖ SARB Records

Please send records to:

HOPE Schools International, 1649 Galaxy Way, Redding, CA 96002

Records transferred by authorization of this release will not be released to any person or agency other than HOPE Schools International.

HOPE Schools Registrar Signature

PARENT RELEASE

I hereby authorize the release and exchange of confidential psychological, cumulative records, and medical information concerning the above named student to HOPE SCHOOLS INTERNATIONAL.

Parent/Guardian Signature

HOPE SCHOOLS INTERNATIONAL OFFICE USE ONLY:

Date requested: _____ How request was delivered: _____