

# Grace Christian School

(FLDOE School Number 1333)  
P.O. Box 8 • Grandin, FL 32138-0008

386-336-6135

[graceforhomes@yahoo.com](mailto:graceforhomes@yahoo.com)

## REQUEST FOR RECORDS TRANSFER

To: School Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The following student is enrolling in Grace Christian School. In order to complete the enrollment, we are requesting cumulative records for:

Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Last Grade Completed \_\_\_\_\_

**Please include all of the following:**

1. Transcript, report card and current grades
2. Standardized test results
3. Health records – birth certificate, immunization record, health certificate
4. Confidential records – psychological testing, current Individual Educational Plan (IE) and any additional testing

**Please forward all information to:**

Grace Christian School  
PO Box 8  
Grandin, FL 32138-0008

Thank you for your prompt attention.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date