

## WRITTEN REQUEST FOR RECORDS

To Whom It May Concern:

I, \_\_\_\_\_, am submitting this letter to request a copy of academic records for the following students. I understand that this request will be shared with the account holder and may or may not be fulfilled depending on approval from the account holder OR parental rights that you may hold.

Students:

---

---

---

---

---

**Requires proof in writing with signature and a photocopy of identification such as a Driver's License.**

---

Signature

Date