



Transcript Copy Request Form

To the Parent/Guardian

Please complete and submit this form to your student's school registrar. The records will be sent directly to Woodlawn School from your student's current school.

Name of Applicant *(please print)*

Birthdate

Current School

Current Grade

*I hereby grant permission for the above school to release an official **copy** of school records for the student named above.*

Name of Parent/Guardian *(please print)*

Signature of Parent/Guardian

Date

To the School Official

This student has applied for admission to Woodlawn School. Please send a **copy** of the student's records directly to Woodlawn.

Please mail records to:

Woodlawn School
Attn: Admission Office
135 Woodlawn School Loop
Mooresville, NC 28115

Or fax to:

1-888-782-1836

Sincerely,

Kari McCormick
Director of Admissions
Woodlawn School