

# Student Records Transfer Request

Date: [Insert Date]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the transfer of academic records for my child, [Child's Full Name], who is currently enrolled in [Current School's Name] and will be attending [New School's Name] for the upcoming academic year.

Details of the student are as follows:

- Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Grade Level: [Current Grade Level]
- Current Address: [Child's Current Address]

We kindly request that you provide the following records:

- Transcript of academic performance
- Report cards
- Attendance records
- Any other relevant documentation

Please send the records to the following address:

[Your Name]

[Your Address]

[City, State, Zip Code]

Thank you for your assistance in this matter. If you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Relationship to the Child]