

Request for Student Records Transfer

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the transfer of my child's academic records as part of our transition to homeschooling. My child, [Child's Full Name], was previously enrolled at [School Name], and we wish to begin our homeschooling journey.

Please send all relevant documents, including report cards, attendance records, and any special education plans, to the following address:

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

Thank you for your prompt attention to this matter. If you have any questions or require further information, please feel free to contact me.

Sincerely,

[Your Full Name]
[Your Signature (if submitting by mail)]