



Excelsior School

41 W Santa Clara St.
Arcadia, CA. 91007
Tel: (626) 623-6339
Fax: (626) 623-6293

Request for Academic Records

PARENTS/GUARDIANS: Please complete two copies of this form. (Print or type.)
Send one copy along with the application for admission to Excelsior School
Admissions Office; submit one copy to the current school. Parents are responsible
for the insuring all pertinent records are sent.

Applicant's Name: _____

Current Grade: _____

Applicant's address: _____

Current School: _____ FAX # _____

Current School's Address: _____

Applicant's Guidance Counselor: _____

Mother's/Guardian's Name: _____

Father's/Guardian's Name: _____

I will request the Registrar of the current school send a copy of official school
records for the student named above to Excelsior School for review and academic
placement.

The following official school records are required:

- (1) report cards for the current and prior academic year's
- (2) results of most recent standardized achievement and aptitude tests
- (3) records of attendance and disciplinary actions

Signature of Parent/Guardian _____ Date: _____

Schools should send or fax information along with a copy of this release form to:

Admissions Office
Excelsior School
1539 E Howard St.
Pasadena, CA. 91104
Fax: (626) 398-2388