



Crean Lutheran South High School



4947 Alton Parkway, Irvine, CA 92604
Telephone: (949) 387-1199; Fax: (949) 387-1200
E-mail: admissions@clshs.org
www.clshs.org

Request for Records Release
NOTE:
Please Give to Current School for Processing

I _____ request that _____ please send the
(Parent Name) (Current School Name)

following official documents for my student (name) _____ to Crean Lutheran South High School at the above address, as soon as possible. If you have any questions for CLSHS on this matter, you may contact them directly at (949) 387-1199.

PLEASE RELEASE THE FOLLOWING INFORMATION

1. **Official Transcript**
2. **Copies of immunization records and verification of tuberculosis testing**
3. **Copies of all standardized testing records**
4. **Copies of Complete Discipline and Attendance Record**
(Note: If there is no documentation of any disciplinary or attendance issues, CLSHS requests that the appropriate school official please forward a statement indicating such.)
5. **Copies of records / documentation of any student learning disabilities.**

Thank you for gathering and sending these documents to Crean Lutheran South High School, c/o the address listed above, as expediently as possible. These records are an important part of my child's admission packet for CLSHS. Please call me if you have any questions regarding the request of these documents.

Parent Signature: _____ Date: _____

Mailing Address: _____

Daytime Phone Number: _____