



HERITAGE ACADEMY

G A T E W A Y C A M P U S

19705 E. Germann Road • Queen Creek, AZ 85142

office: 480-461-4400 • *fax:* 480-452-0833

REQUEST FOR STUDENT RECORDS

| | | |
|----------------------------|-------------------|-----------|
| _____ | _____ | _____ |
| Student's Name | Grade | Birthdate |
| _____ | | |
| Name of Previous School | | |
| _____ | | |
| Address of Previous School | | |
| _____ | | |
| _____ | _____ | |
| School Phone Number | School Fax Number | |

Please fax the following information to: 480-452-0833

- Immunization Records or Exemption Form
- Birth Certificate
- Most Recent Report Card
- Official Transcript (**MAIL**)
- Unofficial Transcript (**FAX**)
- Withdrawal Grades and Withdrawal Form (with Arizona SAIS number)
- Attendance Records
- Discipline Records or Statement of Discipline History
- Standardized Test Results: AIMS or any Standardized Test Scores
- Special Education Records (IEP/Psych/504)
- Legal Guardianship or Custody Paperwork
- _____

Thank you! :)

| | |
|-----------------------------------|-------|
| _____ | _____ |
| Parent/Guardian Signature | Date |
| Paciencia Scott | |
| (pscott@heritageacademyaz.com) | |
| <i>Heritage Academy Registrar</i> | _____ |
| | Date |

Arizona Revised Statute 15-828f states: No school shall withhold records due to financial debts.
FERPA Federal Law 99.31 states no parent signature is required for education records sent to another educational agency.

For Office Use Only:

| | | |
|---------------------------|---------------------------|---------------------------|
| 1 st Fax Date: | 2 nd Fax Date: | 3 rd Fax Date: |
|---------------------------|---------------------------|---------------------------|