



School Records Request Form

Parents: Please take this form to your student's current school.

To the Registrar of _____

School Address and Phone Number _____

Student Name _____

Student Address _____

The above named student has applied to Hopewell Academy. Please send copies of the following:

1. Transcript Now and After Final Grades
2. Cumulative School Records
3. IEP and all related testing reports, 504, PEP
4. Behavior & Discipline Records

Thank you for completing this form. You may scan and email this form and any listed documents to admissions@hopewellacademy.org, mail them in a sealed envelope to the address Below or fax them to (919) 481-4127(Cover Sheet Recommended). Confidentiality is guaranteed.