



# WESTLAKE HIGH SCHOOL

## REQUEST FOR STUDENT RECORDS

Previous School Attended: \_\_\_\_\_

Previous School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

This certifies that the student(s) named below have enrolled at Westlake High School. Please send the cumulative academic records through the date of withdrawal. Including:

- Official Signed Transcript
- Medical and Immunization Records
  - Standard Test Scores
- Withdrawal Date and Grades
- Special Education Records – IEP

**Please do NOT send entire student CUM folder**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

### Please fax or mail official transcripts to:

Westlake High School / Counseling Office

Attn: Monique Lewis, Registrar

99 North 200 West

Saratoga Springs, Utah 84045

Fax: 801-768-1098

Office: 801-610-8816

[moniquelewis@alpinedistrict.org](mailto:moniquelewis@alpinedistrict.org)

Date 1<sup>st</sup> Request Sent: \_\_\_\_\_ Date 2<sup>nd</sup> Request Sent: \_\_\_\_\_ Date 3<sup>rd</sup> Request Sent: \_\_\_\_\_

Federal Law 99.31 – No parent signature required for educational records sent to another educational agency.

Dr. Christian Smith, Principal

Tammy Stuart, Assistant Principal Jen Bitton, Assistant Principal Jared Huff, Assistant Principal

Debbie Wilkins, TAA/PLC, Micah Jessup, PLC