

To whom it may concern:

The following student(s) has/have enrolled in our school:

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Please send a copy of the student(s)'s transcripts, immunization records, and any other recent health records of importance. Thank you for your attention in this matter.

As the parent or legal guardian of the above named child/children, I request that his/their transcripts and school records be released and sent to Illinois Central Christian School.

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(signature)

(date)