



St. John Bosco Academy

A Hybrid School Serving the Needs of the Heart, the Mind, and the Home

www.sjbacademy.org

(404) 915-0119

Date: _____

To Whom It May Concern:

I am writing to request the records of _____ as this child is now in the process of applying to St. John Bosco Academy.

Please send the following cumulative records:

- Academic Records/Report Cards
- Class Schedule and current grades in those courses
- Standardized test scores
- Any records involving IEP or special requirements/accommodations
- Discipline records

To: St. John Bosco Academy
Admissions Office
4708 Shiloh Road
Cumming, GA 30040

Thank you for your assistance.

I, _____, give St. John Bosco Academy permission to request the records of my child.

Child's Full Name

Social Security # or Student ID #

Parent/Guardian Signature

Date

Former School: _____

Address: _____

City & Zip: _____