



TRANSCRIPTS & RECORDS:

Families requesting transcripts and records must submit a written email or letter to the school requesting the necessary documents. The school will not give cumulative files to parents and will only be transferred from school to school. Report cards are passed out at the end of each quarter and year, as well as transcripts for high school students. Extra copies of reports and transcripts are \$5.00 each.

Other documents copied to the student's cumulative file are \$5.00 each (shot records, birth certificates, etc.). Families must pay the cost of documents to the school in advance.

Once the request is made, depending on the last year the student was enrolled, documents can take up to 7 business days to process.