

REQUEST FOR STUDENT RECORDS

To Whom It May Concern:

_____ has entered grade _____ in the Twin Valley School
(Student's Name)

District. Kindly forward academic records, testing results, psychological reports, discipline reports and health reports for the above-named pupil. We would appreciate receiving a copy of his/her report card and grades at the time of withdrawal. Thank you for your immediate attention.

Sincerely,

Twin Valley School District

Signature of Parent or Guardian

Name of Former School

Address of Former School

Phone Number

Fax Number

Please send records to school marked below:

Attn: Building Secretary
Robeson Elementary School
801 White Bear Road
Road
Birdsboro, PA 19508
8702
Phone (610) 582-9580
3615
Fax (610) 582-9588
7052

Attn: Building Secretary
Twin Valley Elementary Ctr
50 Mast Drive
Elverson, PA 19520
Phone (610) 286-8670
Fax (610) 286-8672

Attn: Building Secretary
Honey Brook Elementary
1530 W. Walnut
Honey Brook, PA 19344-
Phone (610) 273-
Fax (610) 273-

Attn: Guidance Secretary
Twin Valley Middle School
770 Clymer Hill Road
Elverson, PA 19520
Phone (610) 286-8660
Fax (610) 286-8656

Attn: Guidance Secretary
Twin Valley High School
4897 N. Twin Valley Rd.
Elverson, Pa 19520
Phone (610) 286-8600
Fax (610) 286-8604