



**Ascension Lutheran School—A Preparatory and Fine Arts Academy**  
*Raising Caring Servants to Extend Life in Christ to Diverse People*

7415 Buchanan Street, Landover Hills, MD 20784  
301-577-0500 (office) 301-577-9558 (fax) [www.ascensionschool.org](http://www.ascensionschool.org)

## REQUEST FOR ACADEMIC RECORDS

Please complete and submit this form to the school the student currently attends.

Student's Full Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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Dear Registrar,

The parent/guardian of the above named student requests that you send an official transcript including:

1. Report cards for the current and prior academic year;
2. Results of standardized achievement and aptitude test;
3. Records of attendance and disciplinary actions;
4. Birth certificate and medical history/immunization records; and
5. If applicable, copies of psycho-educational testing, evaluation or education plans for the purpose of admission review and academic placement to:

**Ascension Lutheran School**  
**7415 Buchanan Street**  
**Landover Hills, MD 20784**  
**301-577-0500 (office)**  
**301-577-9558 (fax)**  
**[admissions@ascensionschool.org](mailto:admissions@ascensionschool.org)**

Please do not hesitate to contact the Admissions Office at Ascension Lutheran School with any questions.

Sincerely,  
The Ascension Lutheran School Admissions Office

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Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_