

Holly Grove Christian School
7317 Mennonite Church Road
Westover, MD 21871
410 – 957 – 0222
410 – 957 – 4250 fax
www.hgcsweb.com

Student Records Request

To: School _____
Address _____
City, State, Zip _____
Phone # _____
Fax # _____

To Whom It May Concern:

_____ has been accepted to our school. We would appreciate it if you could fax or mail over their records at your earliest convenience. Thank you.

Sincerely,
Michael A. Rohrer
Administrator

Parent Permission / Waive Statement

I give my permission for Holly Grove Christian School to contact the above mentioned school to request any information pertinent to complete the application process. I release any person, department or school from liability or damage which may result from furnishing the information requested above.

I further certify that I have carefully read and do understand the above statements.

Signature of Parent / Guardian

Date

Signature of Parent / Guardian

Date