



MONTE VISTA CHRISTIAN SCHOOL
CUMULATIVE RECORD REQUEST
2 SCHOOL WAY • WATSONVILLE, CA 95076

Student Name: _____
DOB: _____ Current Grade: _____
Previous School: _____
FAX # or Email Address: _____ Date of this Request: _____

The above student is now enrolled at Monte Vista Christian School for the _____ school year.
Please forward the student's complete cumulative file, including:

- Cumulative Record
- Official Transcript showing grades and credits earned
- Dates of entrance and withdrawal, as well as withdrawal grades if leaving mid-term
- Immunization and Health Records
- Discipline Records
- Results of Standardized Testing
- Copy of last IEP/Special Ed Files/Psychological Testing
- Key to your grading system if other than A, B, C, D, F. Please include letter grade equivalents of numeric grading scale.

This information is being requested pursuant to California Education Code 49068.

PARENTAL PERMISSION IS NOT REQUIRED FOR THIS REQUEST

California Education Code States: Access to pupil records shall be permitted to officials and employees of other public schools or school systems including local, county or state correctional facilities where education programs leading to high school graduation are provided.

FOR MIDDLE SCHOOL:

ATTN: Laura Hamilton
(P) 831-768-6132
(F) 831-722-8611
(E) laurahamilton@mvcs.org

FOR HIGH SCHOOL:

ATTN: Cindy Ogg, Registrar
(P) 831-768-6116
(F) 831-722-8611
(E) cynthiaogg@mvcs.org

If you no longer have this student's records, please advise us.

Thank you for your assistance!

Date of 2nd Request: _____

Date of 3rd Request: _____