



## **Student Information Request Form**

### **Parent Request for Student Information**

**Please indicate the Pointe School your student will be attending.**

- Canyon Pointe Academy     Pinnacle Pointe Academy     North Pointe Preparatory

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
(Please print clearly)

Is the student currently attending a Pointe School?     Yes     No

What information are you requesting?

\_\_\_ Health Records \_\_\_ Birth Certificate \_\_\_ IEP/MET/Psychological Evaluations  
\_\_\_ Pupil Progress Reports \_\_\_ Standardized Test (AIMS) \_\_\_ Attendance Records  
\_\_\_ Unofficial Transcript \_\_\_ Official Transcript \_\_\_ Discipline Records  
\_\_\_ Other Records: \_\_\_\_\_  
\_\_\_\_\_

Will you be picking up your requested information?     Yes     No

If you checked **NO**, please provide the name and address of where you would like the information sent:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Optional) Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that the school has up to a 5 day wait time to prepare records.  
There is a \$0.25 per page charge and for all requests that are to be mailed there is a \$1 mailing fee.