



Request for Official Transcript and School Records

As a parent or guardian you have the right to give permission or not give permission for the exchange of your child's records with other persons or agencies. This request provides you with the opportunity to approve or not approve such a request unless release of records is allowed under one of the exceptions under the rules implementing the Federal Family Education Rights and Privacy Act (for example, transfer of records from one school district to another).

Student Name: _____ DOB _____

I, _____, the parent/guardian of _____
hereby give my permission for these records to be released and sent to
Trailhead Christian School

Signed: _____ Date: _____

Please send information to:

Trailhead Christian School

Registrar

3204 Broadwater Avenue

Billings, MT 59102