



## School Records Request

Date \_\_\_\_\_

To: (Address of School Student Currently Attends)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Please send a transcript of:

\_\_\_\_\_ Grades  
\_\_\_\_\_ Achievement Scores  
\_\_\_\_\_ Other Educational Records \_\_\_\_\_

*It is the responsibility of the parents to provide all records to Wesley Prep as part of the Admissions Process.  
Your child's Application will not be considered complete until all admissions materials  
have been received by our school office.*

Please send these records within 10 days of receipt of this request to:

Wesley Prep Admissions  
9200 Inwood Road  
Dallas, TX 75220-3999

- OR -

[admissions@wesleyprep.org](mailto:admissions@wesleyprep.org)

*Thank you for your cooperation.*

\_\_\_\_\_  
Parent Signature