



## SAINT MICHAEL THE ARCHANGEL HIGH SCHOOL

6301 Campus Drive • Fredericksburg, VA 22407

(540) 548-8748 • [www.saintmichaelhs.org](http://www.saintmichaelhs.org)

### Transcript Request

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: Tina R. Bruggeman, Registrar

Student: \_\_\_\_\_ DOB: \_\_\_\_\_

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

This student applied for admission to St. Michael the Archangel High School. In order to have a complete student file, please forward an official copy of his or her final transcript including the recently completed school year.

The following documents should also be submitted:

- Standardized Test Scores \*
- Attendance Information
- Physical Examination
- Health and Immunization Records
- Physical Fitness Test Records
- Psychological/Educational Evaluations
- Sociological Information
- IEP/504 Plan
- Child Study Referrals
- Speech and Language Evaluations
- Vision Screening Reports
- Special School/Center Information
- Discipline Record
- Screening and Eligibility Minutes
- Custody Information/Court Decisions

\*In accordance with the Family Educational Rights and Privacy Act, records marked with an asterisk do not require parent signature for release.

Thank you for your assistance in this matter. Please email to [tbruggeman@saintmichaelhs.org](mailto:tbruggeman@saintmichaelhs.org), fax or mail transcripts to:

St. Michael the Archangel High School  
ATTN: Admissions Office  
6301 Campus Drive, Fredericksburg, VA 22407  
Fax: (540) 548-8864