



Holy Trinity Lutheran School

553 Ashmoor Avenue • Bowling Green, KY 42101 • (270) 843-1001 Office • (270) 843-7466 Fax • www.htlsbg.com

TRANSCRIPT REQUEST FORM

Name of Former School _____

Address of School _____

City _____ State _____ Zip _____

Principal _____

School Phone: _____ School Fax #: _____

To whom it may concern:

My child has enrolled in Holy Trinity Lutheran School. Please forward to Holy Trinity Lutheran School a complete academic file, disciplinary file, health records, and any special psychological testing pertaining to:

Student's Name

Date of Birth

Grade Level (applying for)

Thank you so much for your prompt attention to the above request.

Date

Parent's Signature

Date

HTLS Admissions

The Admissions Office will request records of students accepted to HTLS at the completion of the current school year.
Mid-Year Transfers - The Admissions Office will request records immediately after the student is accepted to HTLS.