

**Westlake**

99 NORTH 200 WEST



**High School**

SARATOGA SPRINGS, UT 84045

FRED OPENSHAW, PRINCIPAL

## **Request for Student Records**

This student is now enrolled at Westlake High School. Please send his/her complete Cumulative Record File or similar records or copies, including complete grades, immunization record, birth certificate, achievement and psychological test results and discipline records. A school district may request student records from another school the student has attended without parent signature of approval. See "Privacy Act" Section 438, Subsection (b).

**CHILD'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**GRADE LEVEL:** \_\_\_\_\_

**Please send records to:**

**Westlake High School  
Attn: Natalie Clark  
575 North 100 East  
American Fork, UT 84003**

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

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Note to parents: It is your responsibility to accurately and completely furnish the above information so that your child may be promptly enrolled in appropriate classes. Without this information we will be unable to transfer your child's credits to any schools he/she may attend in the future.

*TEMPORARY OFFICE:* 575 NORTH 100 EAST, AMERICAN FORK UT 84003 (801)756-1861