



# SAINT FRANCIS SCHOOL



**Grades K – 8**  
9375 Willeo Road  
Roswell, GA 30075  
(770) 641-8257 Ph

**Grades 9 – 12**  
13440 Cogburn Road  
Milton, GA 30004  
(678) 339-9989 Ph

**PRINCIPALS**

Ms. Colette Staak, High School  
Mrs. Kathleen Hasling, Middle School  
Mrs. Karen Harrison, Elementary School

**HEADMASTER**

Mrs. Linda Crawford

**CHANCELLOR**

Mr. Drew Buccellato

**ADMISSIONS**

Mr. Marc Weiss – Grades K-8  
Mr. Brandon Bryan – Grades 9-12

**BUSINESS OFFICE**

Mr. Jeff Whitehurst

## REQUEST FOR RECORDS

**ATTENTION PARENTS!**

**PLEASE TAKE THIS COMPLETED FORM TO YOUR CHILD'S SCHOOL AND ASK THE SCHOOL REGISTRAR TO FORWARD YOUR CHILD'S RECORD TO SAINT FRANCIS SCHOOL AS SOON AS POSSIBLE.**

Dear Registrar:

The student listed below has applied for admission to Saint Francis School. We would greatly appreciate your forwarding his/her records as soon as possible.

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

I, \_\_\_\_\_, hereby authorize:  
(PARENT NAME- please print)

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Grade last attended: \_\_\_\_\_ Year last attended: \_\_\_\_\_

1. Complete school record for the current year and prior two years
2. Complete discipline record
3. All standardized test results
4. Progress Reports
5. Common Teacher/Principal Evaluation Form(s)
6. IEP's
7. Speech Reports
8. Psychological Reports
9. Health Records- Georgia Health Forms 3231 & 3300

**As part of the admission process, a representative may be contacting the school to consult about or observe my child.** \_\_\_\_\_

(PARENT SIGNATURE)

Respectfully,

Marc Weiss  
Director of Admissions