

# CROWN POINT HIGH SCHOOL

1500 S Main St, Crown Point, IN 46307  
ATTN: C. Ciciora, Registrar Ph: 219.663.4885 Ext. 11070

Please fax or email records:

Fax: 219.662.5662

Email: cciciora@cps.k12.in.us

REQUEST FOR STUDENT RECORDS

ENROLLMENT NOTIFICATION

**PLEASE FAX BEFORE**



Date of Request: \_\_\_\_\_ Enrollment Appt: \_\_\_\_\_

\_\_\_\_\_  
LAST, FIRST (Student)

\_\_\_\_\_  
Cohort

\_\_\_\_\_  
Date of Birth

Please forward all of the items listed below along with other pertinent information that would assist us in meeting the educational needs of this student.

- **INCLUDE YOUR CURRENT GRADING SCALE**  
Undetermined grades may result in student placement testing
- Transcript
- Grades in progress \*\* Required for scheduling
- 8<sup>th</sup> Grade Report Card (Final Semester Grades & Percentages)
- Test Score Reports; ACT, SAT, EXPLORE, ISTEP, PLAN, ECA Grades 6 – Current
- Attendance & Disciplinary Records (include weapon violations)
- Home Language Survey – INDIANA Schools Only
- Health/immunization records
- Custody Documentation if applicable
  - 504 Plan
  - Psychological testing information
  - Evaluation Reports
  - I.E.P. – Special Needs Records \*\* Please include with transcript
  - ENG Proficiency Documentation, Copy of Test Results

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
(area code) Telephone

\_\_\_\_\_  
(area code) Fax Number

\*\* Please forward to appropriate school if this reached you in error \*\*