



DAVIS HIGH SCHOOL

RECORDS REQUEST

Date: _____

LAST SCHOOL ATTENDED: (If a junior high: list future high school)

Name of Last School: _____

Address of Last School: _____

City, State and Zip Code: _____

Registrar's Email (preferred)/Fax # of Last School: _____

**This certifies that the student named below has enrolled at Davis High School.
Please forward the academic records to the date of withdrawal.**

Name: _____ Birthdate: _____ Current Grade: _____

Please include the following information:

- OFFICIAL TRANSCRIPT
- IMMUNIZATION RECORDS
- PERTINENT TEST SCORES-COMPETENCY /EXIT TESTING
- WITHDRAWAL GRADES AND DATE OF WITHDRAWAL
- BIRTH CERTIFICATE
- EXPLANATION OF GRADING SYSTEM
- DISCIPLINE/SAFE SCHOOL INFORMATION
- SPECIAL EDUCATION RECORDS/ IEP

Please forward all records to:

Davis High School
Attn: Malia Roundy (Registrar)
325 South Main St.
Kaysville, UT 84037
801-402-8821
801-402-8813 (FAX)
maroundy@dsdmail.net (preferred)