



# DAVIS HIGH SCHOOL

## RECORDS REQUEST

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

**PREVIOUS SCHOOL INFORMATION:** (If a junior high: list future high school)

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

Address of Last School: \_\_\_\_\_

Registrar Name & Email: \_\_\_\_\_

Fax # of Last School: \_\_\_\_\_

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

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**\*OFFICE STAFF ONLY\***

**Please include the following information:**

- ☐ OFFICIAL TRANSCRIPT
- ☐ IMMUNIZATION RECORDS
- ☐ BIRTH CERTIFICATE
- ☐ WITHDRAWAL GRADES AND DATE OF WITHDRAWAL
- ☐ PERTINENT TEST SCORES
- ☐ EXPLANATION OF GRADING SYSTEM
- ☐ DISCIPLINE/SAFE SCHOOL INFORMATION
- ☐ SPECIAL EDUCATION RECORDS / IEP / 504

**Please forward all records to:**

**Davis High School  
Malia Roundy (Registrar)**

325 South Main St.

Kaysville, UT 84037

FAX: 801-402-8813

maroundy@dsdmail.net (preferred)

Thank you,

*Malia Roundy*