



MEMORIAL LUTHERAN SCHOOL  
5800 WESTHEIMER  
HOUSTON, TEXAS 77057  
713.782-4022  
713.782.1749 FAX

## OFFICIAL TRANSCRIPT REQUEST

**Parents:** Please fill out and **sign** this request form then submit it to your child's current school so that his/her records may be released to Memorial Lutheran School

Student's Name \_\_\_\_\_ Applying for Grade \_\_\_\_\_

### Parent Authorization for Release of Records:

\_\_\_\_\_  
*Parent Signature*

Current School \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Send/Fax records to: Memorial Lutheran School  
Director of Admissions  
5800 Westheimer  
Houston, Texas 77057  
Fax Number: 713.782.1749

Registrar - please send student records to include:

Report Cards (include most recent)    Immunizations    Achievement Testing Scores

Teacher Evaluations    Birth Certificate

**Please include your school's grading scale**

Thank you for your assistance. If you have any questions please call the school office at  
713.782.4022.

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Please Send Records to the attention of:  
LouAnn Webber  
Director of Admissions  
Memorial Lutheran School  
5800 Westheimer Rd  
Houston, Texas 77057