

## Students Records & Transcripts

Clara Mohammed School of St. Louis will maintain student's records and transcripts. Parents have the right to review educational records upon written request and to have transcripts mailed to other schools of choice. Parents must complete a Transcript Request Form. As long as there is no back tuition due, and all financials account have been cleared, Transcript Request Forms will be mailed with 7 to 10 business days. There is no fee associated with transcript request for current students. If you child is no longer a student at CMS of St. Louis, there is a \$5.00 per transcript fee.

### Clara Mohammed School of St. Louis Transcript Request Form

#### STUDENT INFORMATION

\_\_\_\_\_  
Student name at time of enrollment

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Parent's Name

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

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
Dates Attended School / Graduation Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

**List the name and address where you want your transcripts sent (one per form). Transcripts cannot be faxed.**

Name of School/Facility \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of copy (check one):    \_\_\_\_\_ Official                      \_\_\_\_\_ Unofficial

\_\_\_\_\_ Check here if you will pick up the transcript

**Your signature authorizes the release of your transcripts or other student records.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent signature if student is under 18)

#### FOR OFFICE USE ONLY

No payment \_\_\_\_\_

Cash \_\_\_\_\_

Money Order \_\_\_\_\_ Money Order Number \_\_\_\_\_

Receipt # \_\_\_\_\_

Date received \_\_\_\_\_

Date mailed or picked up \_\_\_\_\_