



# Al-Minhaal AcadeMY

WHERE THE FUTURE BEGINS



## ENTERING KG-12<sup>th</sup> RECORD TRANSFER

### To The Parent or Guardian:

To assist in the prompt and efficient transfer of your child's educational records, please provide the following information, sign where indicated and give this form to the school main office:

Student's First & Last Name: \_\_\_\_\_

Child's Grade for School Year 2015-2016: \_\_\_\_\_

Name of Previous School: \_\_\_\_\_

Address of Previous School: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

I give my permission for the transfer of my child's school records to Al-Minhaal Academy.

The record should include copies of the following:

- \_\_\_\_\_ Current transcripts/Permanent school records
- \_\_\_\_\_ Transcripts of grades or evaluations for previous years
- \_\_\_\_\_ Results/Scores of all standardized tests
- \_\_\_\_\_ Health records including current immunization records
- \_\_\_\_\_ Behavior/Discipline Records
- \_\_\_\_\_ Other information maintained in student's permanent record (ex. IEP and Disciplinary Records)

Parent/Legal Guardian's Name: \_\_\_\_\_

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

Please send requested information and sealed records directly to:

**Al-Minhaal Academy  
1764-A New Durham Rd.  
South Plainfield, NJ 07080**

If you have any questions or concerns please feel free to contact us at 732-572-3344