



Talega Preparatory Academy . Talega Independent Academy . Athletes 1<sup>st</sup> Academy

**STUDENT RECORDS REQUEST**

Dear Registrar:

As of \_\_\_\_\_, we have enrolled the following student(s) for the \_\_\_\_\_ academic year:

Student's Name	Grade Level	Date of Birth

Please forward the below requested official records:

- Official Transcript(s)
- Standardized Test Scores
- Other:

Kindly email digital files to: [admin@talegaprep.com](mailto:admin@talegaprep.com)

Or

Mail files to: Talega Preparatory Academy  
204 W. Ave. de los Lobos Marinos  
San Clemente, CA 92672

*Thank you for your assistance.*

*Marguerite Gaspar, Student Records*

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Previous School attended:

Address:

Phone:

Registrar's email address:

Parent digital signature: